



TOWN OF LOS GATOS

PAYROLL SPECIALIST

Class Code:
Department: Finance
Supervisor: Finance & Budget Manager

Confidential
FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

CLASS SUMMARY

Under general supervision, the Payroll Specialist performs complex administrative tasks that require thorough knowledge of Human Resources and Payroll procedures and functions while exercising discretion and tact in processing documents and handling confidential and/or sensitive information. This classification requires the frequent use of independent judgment.

SUPERVISION RECEIVED AND EXPECTED

Receives general supervision from the Finance and Budget Manager. Exercises no direct supervision over staff, but may provide lead technical guidance to other staff.

CLASS CHARACTERISTICS

The Payroll Specialist is a specialized single position class responsible for understanding, applying, and adhering to policies, administrative guidelines, Federal and State laws as well as Memoranda of Understanding as they relate to payroll functions. The Payroll Specialist processes, calculates, and maintains records for new employee setups, merit and salary increases, promotions, transfers, separations, overtime hours, human resources transactions, incentive and/or premium pay, retroactive pay, tax withholdings, benefit deductions, wage garnishments, final paychecks, and employment verification requests. The Payroll Specialist exercises discretion and tact in processing documents and information of a confidential or sensitive nature in a variety of program areas, including benefits, payroll administration, and compensation. The Payroll Specialist works collaboratively with the Human Resources Department as well as other Town Departments, Offices and employees.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Inputs, processes, reviews, and audits the Town's bi-weekly payroll. This includes reviewing, verifying, coding, processing timesheets (electronic or manual) in preparing payroll for all Town employees.
- Remits benefit and payroll tax payments to external agencies and prepares all necessary Federal and State payroll tax returns.
- Processes, calculates, maintains, and tracks records for new employee setups, merit and salary increases, promotions, transfers, separations, retirements, overtime hours, human resources transactions/personnel action forms, incentive and/or premium pay, retroactive pay, benefit deductions, tax withholdings, deferred compensation, wage garnishments, W-2 forms, 1095/1094 forms, leave accruals, final paychecks, and employment verification requests.
- Ensures that pay and benefit changes are compliant with bargaining groups' Memoranda of Understanding and Town policies/procedures.
- Prepares, processes, and reviews quarterly and year-end reporting, and works with internal and external parties to ensure timely processing and accurate payroll reporting (i.e., W-2's, State Controllers Report, Federal and State health care provisions, other Federal and State mandates).
- Analyzes and prepares compensated absences entries for fiscal year-end closing.
- Performs required tracking and reporting requirements related to federal health care provisions.
- Prepares, updates, calculates, and monitors the Town's full-time employee (FTE) personnel budget.
- Produces year-end and future year estimates on salary and benefits expenditures.
- Researches, interprets, applies, and explains payroll rules related to Fair Labor Standards Act (FLSA), CalPERS reporting, Memoranda of Understanding, Town's Personnel Rules, and Federal and State laws and regulations.
- Administers the retiree medical reimbursement, including administration of the Sick Leave Conversion Account.
- Processes payments and reconciles monthly premiums for active and retired Town employees, (e.g., health, life, and short- and long-term insurances, association dues, etc.).

- Maintains and updates tax tables and benefits rates/provisions in the payroll system.
- Processes payroll information utilizing several complex software applications, including MS Access, MS Excel, HTML files, and financial/HRIS system.
- Performs mathematical computations using a calculator. Computes costs and adjustments; balances and reconciles figures to ensure data accuracy; and maintains data and data integrity in the Town's payroll system.
- Compiles, researches, and prepares a variety of periodic and special reports relating to the payroll and/or benefits function, including assisting in costing payroll packages proposed during labor negotiations.
- Provides information to employees, supervisors, outside agencies, or other personnel by referring to policies, rules, regulations or procedures or by researching files for information; may refer visitors or caller to other appropriate sources of information.
- Assists with open enrollment and budget preparation activities.
- Performs scanning, indexing and filing of confidential payroll documents.
- Increases knowledge base and learns new skills in a continuous effort to remain current and to grow as a productive team participant and subject matter expert.
- Represents the Town to outside agencies and organizations; participates in professional, and industry groups and committees; provides specialized technical assistance and advice as necessary.
- Builds and maintains positive working relationships with co-workers, other Town employees, organizations and their representatives, and the general public exhibiting exceptional customer service and communication skills.
- May be assigned as a Disaster Service Worker, as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Principles and practices of public agency finance and accounting payroll processes, auditing, and reporting functions.
- Principles and practices of program and policy development and implementation.
- Pertinent Federal and State laws, rules, regulations, and Town policies and procedures as they apply to area of responsibility.
- Professional level writing techniques including; proper grammar, spelling, vocabulary, and punctuation.
- Principles and practices of scientific and statistical analysis.

Ability to:

- Interpret, apply, explain, and ensure compliance with provisions of Memoranda of Understanding, personnel rules and regulations, Federal and State laws, Town policies and procedures, codes, and ordinances that apply to payroll and employee benefits.
- Analyze data and prepare technical reports; interpret and evaluate technical information; problem-solve payroll issues; explain and interpret information.
- Review, post, balance, reconcile, and maintain accurate and confidential accounting and payroll records.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Exercise discretion and tact in processing documents and information of a confidential or sensitive nature in a variety of program areas, including benefits, payroll administration, and compensation.
- Provide guidance and/or training to other staff on payroll processing policies and procedures and record keeping systems.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Work independently and in a team setting.
- Set priorities and meet critical deadlines while producing high quality work.
- Celebrate the achievements and success of the organization.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination of training and experience equivalent to the completion of high school or equivalent GED supplemented by college-level coursework or specialized training in payroll, accounting, or a related field, and two (2) years of increasingly responsible experience in processing and preparing employee payroll, preferably in a public sector setting. Knowledge and understanding of CalPERS processing and reporting is desirable. FLSA key concepts, particularly related to public safety, and interpretation is also desirable.

License and Certification:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment. Fundamental Payroll Certification and/or Certified Payroll Professional designations are highly desirable.

PHYSICAL DEMANDS

This is a moderately sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Person(s) in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Climbing	Occasionally	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	25 lbs.	Fingering	Frequently
Crawling	Rarely	Reaching	Occasionally	Standing	Occasionally
Talking	Frequently	Grasping	Frequent	Walking	Occasionally
Hearing	Frequently	Feeling	Occasionally	Pushing	25 lbs.
Crouching	Occasionally	Running	Never	Carry	25 lbs.
Pulling	25 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.