

Class Code: E20  
City of Anaheim  
Class Specification

CLASSIFICATION:  
PAYROLL SPECIALIST

DEFINITION:

Under moderate supervision, to maintain payroll controls in accordance with policies and procedures, associated MOU's, Personnel Rules and FLSA Guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Depending upon area of assignment, responsibilities and duties may include, but are not limited to, the following:

Inputs payroll time to computer terminal.

Ensures payroll actions are in compliance with related MOU's, personnel rules and FLSA guidelines.

Ensures compliance with nine-plan payroll entry requirements.

Compiles and types payroll documents and employee notices as necessary.

Maintains contact with the Personnel Records Specialist and Payroll Technician regarding employee status changes and/or edit errors.

Composes, reviews and checks employee time sheets, data processing print-outs and other payroll related documents or reports for accuracy.

Reviews and checks holiday and overtime listings on payroll sheets.

Answers questions from employees regarding payroll amounts and deductions.

Operates a CRT and/or computer terminal to enter and edit payroll information using a limited number of programs and formats.

Maintains various records regarding distribution of hours to training and other activities.

Maintains the department Cal-OSHA report.

Files materials into established filing systems.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing journey-level payroll accounting duties in a data processing environment.

Knowledge of: Modern office equipment and procedures; computer terminal operating methods; business math; payroll accounting procedures.

Ability to: Remain current on the articles/sections of MOU's, Personnel Rules and FLSA guidelines affecting payroll activities; maintain accurate records and controls; operate a calculator by touch; operate a computer terminal using word processing and spreadsheet software; operate a typewriter keyboard with accuracy; prepare and reconcile payroll reports; meet strict, recurring deadlines; exercise discretion and maintain confidentiality; understand pertinent procedures and functions quickly and apply them without immediate supervision; establish and maintain effective relationships with those contacted in the course of work.

Supervision Received: Works under technical supervision. Work in progress and completed work are reviewed periodically.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Payroll Technician or a related class.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical  
Revised 4/87 - W Jerz  
Revised 7/91 - V Kilmurray  
Revised 7/98 - V. Kilmurray  
Doc: CS1054