

Class Code: E19  
City of Anaheim  
Class Specification

CLASSIFICATION:  
PAYROLL TECHNICIAN

DEFINITION:

Under minimal supervision, to maintain payroll controls and reconcile computer reports to controls; to research, compute and input data to resolve payroll problems; and to prepare reports and process payments for withholding taxes, union dues and related payroll purposes.

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

Makes changes in payroll computer data base, such as terminations, deductions, overtime and special payroll status transactions.

Receives all payroll Personnel Action Forms; verifies time input for new and terminated employees; reviews retroactive pay increases and manually calculates pay when necessary; lists activity for balancing base rate report.

Calculates and prepares manual checks for dismissals, early terminations, inaccurate base pay, tax levies, direct deposit stops. Prepares forms for voids and reissues and enters into payroll system.

Develops worksheets, listings and other payroll controls for balancing and reconciling computer reports and summaries to control figures.

Prepares affidavits for stop payment for lost or stolen payroll checks; places stop payment; reissues check when stop payment is confirmed.

Enters void, stop payment and manual checks into payroll system.

Receives and forwards to PERS the biweekly report and tape; makes corrections and adjustments as required; prepares summary report check request for employer's contribution to retirement plan and does journal entry; mails report and checks to PERS.

Researches past payment history for employee PERS buy back and other PERS inquiries; submits to PERS for processing.

Balances the FLSA report; follows up on any corrections required.

Prepares withholding tax checks, check requests for employers contributions and associated journal entries, submitting timely payment for moneys due.

Interacts with City employees, department representatives, auditors and retirement system staff to resolve payroll related problems and answer questions.

Analyzes and applies payroll data, labor agreements, rules, regulations and practices to identify and resolve payroll related questions and problems.

Processes earnings withholding orders and payments.

Balances voluntary deductions and union dues report and processes payment of the same for timely payment.

Receives and processes requests for direct deposit; verifies account numbers with bank or financial institution; inputs information into payroll system.

Receives direct deposit disk; transmits information by modem and confirms transmission with bank.

Prepares wire transfer documents for Federal and State tax withholding, deferred compensation withholding, payroll savings bonds withholding and other withholdings as necessary.

Initiates electronic transmission of data and confirms transmission with other entities as necessary.

Completes and types payroll related forms, listings, checks and reports.

Checks and edits computer reports, analyzes errors, makes corrections and follows-up to ensure completion of correction.

Receives copy of bond purchase report; prepares manual check for purchase amount and balances report.

Receives savings bonds; checks against report for accuracy and forwards to employees.

Completes requests for disbursement of flexible compensation and inputs information into payroll system.

Processes special requests for contract agreements; inputs information into payroll system and/or prepares special checks.

Receives computer loan contracts; records in log and inputs into payroll system; balances computer loan report to records; ensure full payment is complete upon termination.

Balances batch totals for event payroll, reviews register, makes corrections and resolves technical problems which arise.

When payroll checks are printed, obtains signature plates for signing of checks; verifies check numbers are in sequence; monitors bursting and signing; returns signature plates to Collections Division.

Sorts payroll checks by Department and/or Division; distributes checks in accordance with Administrative Regulations.

Receives and checks off all time report summaries prior to release of checks on pay day.

Operates a personal computer or terminal to enter and edit payroll information into the mainframe computer.

Files materials into established filing systems, modifying system, as required.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible journey-level payroll accounting and reporting duties involving a large payroll in a data processing environment.

Knowledge of: Modern office equipment and procedures; computer terminal operating methods; business math; advanced record keeping methods; advanced payroll accounting procedures and reporting; state and federal withholding requirements; FLSA regulations and guidelines.

Ability to: 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; research and analyze payroll records and make computations to resolve payroll problems; understand pertinent procedures and functions quickly and apply them without immediate supervision; deal diplomatically in the resolution of disputes or errors; exercise discretion and maintain confidentiality; speak clearly and distinctly; remain current on MOU's, personnel rules and state/federal guidelines affecting the payroll process; detect errors and take initiative to correct; prepare various reports in an accurate and timely manner; establish and maintain effective relationships with those contacted in the course of work.

Supervision Received: Works under technical supervision of the Payroll Manager who gives instructions and periodically reviews work in progress and completed work.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Payroll Manager 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 9/86 - W. Jerz  
Revised 7/91 - V. Kilmurray  
Revised 7/98 - V. Kilmurray  
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