



## PAYROLL SUPERVISOR

AGENCY/DEPARTMENT:  
Administrative Services/Fiscal Services

Approved By HR Director: *Linda Matthews*  
Date Approved: 5-2-06  
Date of Last Revision:

Reports to: Fiscal Services Director  
Supervises: Payroll Technicians

**JOB SUMMARY:** Under general supervision, plans, coordinates, and supervises the activities and operations of the Payroll Department; ensures work quality and adherence to policies and procedures; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is the working supervisory level characterized by its responsibility for directly supervising staff and overseeing the payroll processing operation.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
2. Participates in the development and implementation of departmental goals, objectives, policies, procedures and priorities.
3. Receives and responds to complex employee inquiries and complaints regarding payroll administration and researches concerns and resolves within a timely manner.
4. Compiles and analyzes payroll data to assist management in making cost, compensation, and personnel determinations and recommendations.
5. Coordinates payroll activities including payroll processing, updating employee salary and voluntary deductions, reporting and paying payroll taxes and withholding, timecard entries, balancing edit reports, and enforcement of garnishments.
6. Prepares and maintains control tables of benefits for computer database including leave accrual rates, negotiation agreement changes, payroll tax changes and salary adjustments.
7. Reconciles, reviews and prepares various documents and reports.

### QUALIFICATION GUIDELINES:

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:**

**EDUCATION:** Associate degree or equivalent from an accredited college or university in accounting, business administration, or related field. Additional experience may be substituted for education.

**EXPERIENCE:** Five years of progressively responsible payroll administration experience.

#### KNOWLEDGE OF:

- Principals and practices of payroll and benefits administration.
- Payroll and deductions policies, practices and procedures.

- Federal, state, and local laws and regulations governing payroll taxes and payroll administration.
- Garnishment and employment verification practices and procedures.
- Accounting, and bookkeeping methods and principles.
- Benefits and insurance deductions.
- Bargaining units and memorandum of understanding interpretation.
- Customer service methods and communication techniques.
- Records management and file maintenance procedures.
- Modern office equipment procedures and practices.
- Automated and database payroll or accounting system practices.
- Principals and practices of supervision, training, and administration.

**ABILITY TO:**

- Supervise, train and evaluate staff; plan and coordinate work assignments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Prepare and maintain accurate and complete records and reports.
- Prepare and review payroll and benefits documents, forms, reports, spreadsheets, claims and correspondence accurately; and, compile information in a timely manner.
- Identify errors and reconcile discrepancies.
- Respond to requests and inquiries from employees.
- Maintain confidentiality.
- Perform arithmetical computations and input data with speed and accuracy.
- Operate a personal computer to utilize word processing, spreadsheet, and payroll/accounting system applications.
- Operate calculator and standard office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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**LICENSES:**

- Valid Class C CA driver license.
- Acceptable driving record at time of appointment and throughout employment.

**CERTIFICATIONS:**

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**SPECIAL REQUIREMENTS:**

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**DESIRABLE:**

- Public agency payroll administration experience.
- Lead or supervisory experience.
- Certification as a Payroll Professional by the American Payroll Association.