

PAYROLL SUPERVISOR

NATURE OF WORK IN THIS CLASS

This is supervisory clerical work.

Employees in this class supervise a unit performing a variety of clerical duties in the preparation of payroll and maintenance of payroll records.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the work of a payroll unit; may supervise on-line payroll system.

Reviews and audits the work subordinates and certifies the accuracy of the payroll summary.

Keeps immediate supervisor advised as to laws and regulations involved in payroll preparation.

Recommends changes and effects adjustments in policies, authorities, and procedures required to insure adequate control of the disbursement of funds for payroll purposes.

Maintains payroll files and records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Ability to learn and apply existing compensation plan, withholding tax procedures, payroll accounting procedures, laws and regulations governing the legality of payroll actions, policies and procedures in accomplishing payroll work, and all types of actions affecting the salaries of employees.

Ability to supervise the work of others.

Ability to make work decisions in accordance with laws, rules, and regulations.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Successful completion of a course in bookkeeping and four (4) years experience in the preparation and maintenance of pay records; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

AMENDED: MARCH 1999

PAY GRADE: M

HAY EVALUATION:	KNOW HOW:	E13	200
	PROBLEM SOLVING:	E3 (33%)	66
	<u>ACCOUNTABILITY:</u>	<u>E1C</u>	<u>76</u>
	TOTAL POINTS:		342

This standard revises and supersedes the standard established JULY 1980 and amended NOVEMBER 1989.



ELOY P. HARA
Executive Director
Civil Service Commission