

**CITY OF SALEM
PAYROLL SPECIALIST I**

**00023
30023
50023**

NATURE OF WORK

This is specialized entry clerical/accounting work in Payroll. Responsible for processing accurate, timely payroll documents and the accurate disbursement of payroll checks, taxes and benefits. Employment in this classification is limited to a maximum of 24 months. This classification is privy on an on-going basis to collective bargaining issues.

Work involves responsibility for review of accuracy, thoroughness in reported time and leave from departments; interpretation of labor contracts and associated personnel regulations in order to correctly compensate time and leave for personnel. Work involves the review of time/leave records; preparation of corrected time/leave reports; operation of personal computers; disbursement of payroll checks; research of historical payroll related information. Work is performed within limits of an established accounting system and is reviewed by a supervisor for conformity to established policies, procedures and legal ordinances. Direct supervision of others is not a responsibility of this classification. The work of this classification is performed under direct supervision until experience is gained and through payroll guidelines.

Incumbent may be considered for promotion without competition to Payroll Specialist II based upon successful completion of the six month probationary period and experience demonstrated through the ability to interpret all labor contracts and personnel rules accurately as determined from a proficiency examination process.

This work is distinguished from the Accounting Assistant series by the focus on payroll related activities including acquiring a knowledge of collective bargaining agreements and personnel rules and accurately interpreting them to payroll timekeeping. This work is distinguished from the Payroll Specialist II by the more direct supervision over this class and the more limited authority interpreting contracts and rules to payroll issues.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Administers and interprets rules, regulations, policies and contracts affecting employer-employee relations according to strict standards and procedures as determined by the supervisor and Personnel.

Reviews submitted time reports to account accurately for scheduled work periods. Reviews and verifies accurate payment of time and leave. Distributes payroll checks, corrects pay errors and adjusts records. Assists departments in verifying payroll information; researches historical payroll documents for trends and activity. Prepares a variety of fiscal reports upon request concerning payroll including information related to collective bargaining issues. Responds to representatives from other agencies on payroll issues. Processes garnishments, liens, and other employee payroll requests that effect payroll processing.

Performs a variety of clerical functions such as filing, typing calculations and receptionist duties.

Works with Data Center (computer), PERS (retirement), State Employment Division and a variety of other outside agencies regarding City payroll.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in payroll and/or business procedures; graduation from high school supplemented by courses in payroll, bookkeeping and commercial subjects; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Knowledge of Federal and State wage and hour laws.

Knowledge of the application of double entry bookkeeping principles to accounting transactions.

Knowledge of modern business standards, methods and practices.

Skill in the operation of modern office equipment.

Skill in the use of a personal computer with demonstrated proficiency in word processing, spreadsheet and data base manager software.

Considerable ability to independently plan and organize work for accomplishment against strict deadlines.

Ability to apply guidelines, labor contracts and regulations to various payroll situations involved to ensure proper compensation.

Ability to be flexible to changing work priorities and in assisting other clerks to meet payroll deadlines.

Ability to make arithmetical computations quickly and accurately.

Ability to establish and maintain good working relationships with other employees and the public.

Employment is limited in this class to a maximum of 24 months. Failure to meet the requirements to promote to Payroll Specialist II within 24 months will result in employment termination.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

Work is performed in an office setting.

Personnel Director