

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Payroll Specialist II	CLASS. CODE: 0024
DEPARTMENT:	Finance	FLSA: N
REPORTS TO:	Accounting Supervisor II	DATE: 7/1/2002

Job Summary:

Responsible for participating in the processing of biweekly payroll including entering timesheets and leave accruals and adjustments, and generating reports.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Enters time sheets using a variety of computer screens and forms. Reviews all entries to ensure accuracy. Generates checks, direct deposit statements and reports as necessary.
2. Makes corrections to employees records, leave balances or other employee payroll records.
3. Interprets rules, regulations, policies and contracts affecting employer-employee relations according to strict standards and procedures.
4. Reviews reports, checks and direct deposit statements for accuracy.
5. Processes retroactive pay, correction, garnishment and termination checks.
6. Trains temporary employees and assists new employees in the completion of payroll duties.
7. Processes employment verifications and state employment documents for unemployment. Prepares PERS separation forms.
8. Works with personnel department and other departments to assist with problems or corrections, answer questions and get solutions.
9. Maintains employee payroll records through timely filing of documents.
10. Tracks FLSA.
11. Maintains and enters all injury leaves for the City.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent and specialized payroll classes (community college classes); and,

Two (2) years of experience in processing municipal payroll or related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

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License(s) and Certification(s):

- Certified Payroll Professional preferred

KNOWLEDGE AND ABILITIES:

Knowledge of:

- City labor contracts and personnel regulations as they effect compensation and benefits
- Federal and State wage and hour laws.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Use a personal computer with proficiency in word processing, spreadsheet, and database manager software.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Make involved and varied arithmetical computations rapidly and accurately.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.