

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PAYROLL AUDIT SPECIALIST I - 1647

DEFINITION:

Under general supervision, in the centralized payroll sections of the Department of Finance or the Personnel Department, to review and process a wide variety of payroll documents in conformance with established procedures and regulations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews and analyzes data that has been provided by department Payroll Specialists in an automated personnel payroll system;
- Approves, rejects, or adds personnel and time reporting transactions in compliance with Civil Service Rules and City payroll-related policies and regulations;
- Verifies the accuracy and completeness of a wide variety of personnel and payroll forms, documents, and related materials submitted by City departments;
- Manually computes and prepares paychecks and official payroll statements as necessary;
- Monitors appropriate leave programs such as furloughs and family and catastrophic leave programs, and monitors employee performance reviews;
- Processes and confirms direct deposit transmissions to financial institutions;
- Interprets and applies complex policies in determining probation periods, merit increases, annual leaves, and award dates;
- Monitors leave without pay requests;
- Maintains master employment pay records;
- Advises departments on payroll processes and regulations and answers related inquiries;
- Receives and processes garnishments and attachments;
- Prepares stop payments on checks;
- Maintains employee personnel records;
- Completes federal and state tax agency employment verifications;
- Monitors paid out-of-class assignments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing all phases of manual or computer-aided payroll processing, which includes six months performing complex automated personnel payroll or certification processing in the Department of Finance or Personnel Department.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.