

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PAYROLL SPECIALIST II - 1648

DEFINITION:

Under general supervision, to post and/or process a large and complex payroll and a wide variety of payroll documents in conformance with established procedures and regulations; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Allocation to Payroll Specialist II is based on the following: Incumbents must regularly work more than 50% of their time in processing complex payrolls and related documents. A complex payroll is one requiring a working knowledge of a combination of several complex transactions. Typically, a position in a large department or division where numerous employees are assigned to unusual schedules, receive special assignment pay, work on an hourly basis, and where several industrial leaves are processed each pay period on a regular basis would justify allocation to Payroll Specialist II.

*** EXAMPLES OF DUTIES:**

- Makes calculations for and prepares personnel input documents for updating an employee's pay setup record into an automated personnel payroll system to reflect payroll transactions such as hiring, promotions, transfers, pay increases and reductions, status changes, terminations or retirements, etc.;
- Verifies that payroll deduction notices are properly completed;
- Ensures time entries and corrections by running payroll reports and simulations;
- Inputs time reporting for department employees;
- Tracks and makes calculations for employee mileage checks;
- Determines correct payments and time entries based on employee status, hours recorded, leave accruals, FLSA, work schedules, and other factors based on reports generated;
- Reviews and analyzes appropriateness of payroll transactions and notifies responsible authorities of any irregularities;
- Maintains confidential payroll and personnel information and records;
- Sorts and distributes mileage reimbursement and paychecks;
- Maintains vacation schedules;
- Answers questions from employees regarding payroll-related matters requiring the interpretation and explanation of Civil Service rules and regulations and City payroll-related policies and regulations;
- Generates payroll related reports from SAP or other sources;
- Tracks Family Medical Leave Act (FMLA) and Parental Leave benefit hours in SAP to comply with federal and state laws, and provides information to employees;
- Completes employment verification forms;

*** 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.**

- Schedules and performs training for section/division employees regarding flexible benefits;
- Certifies payroll warrant registers;
- Maintains out-of-class assignment records in accordance with Civil Service rules and policies;
- Operates a variety of office equipment;
- Answers employee benefit questions with consultation from Risk Management as needed.

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 at a level equal to the City of San Diego's classification of Payroll Specialist I, which includes three months of full-time experience processing a large and complex City of San Diego payroll.