



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

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JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide
Holders of Job Specification Books

FROM: Alena Martinez

DATE: January 13, 2009

SUBJECT: New and/or revised Job Specifications

Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

New and Revised Job Specifications

Golf Starter/Ranger
Rev. 2/1/2009

Golf/Pro Shop Assistant
Est. 11/23/2008

Lead Payroll Associate
Est. 11/23/2008

Payroll Accountant
Est. 11/23/2008

Payroll Associate
Est. 11/23/2008

Payroll Supervisor
Est. 11/23/2008

Senior Payroll Associate
Est. 11/23/2008

Job Specifications to be Removed

Golf Starter/Ranger
Rev. 10/16/2005



Career Service Authority

Golf Starter/Ranger

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GENERAL STATEMENT OF CLASS DUTIES

Acts as the agent of the Manager of Parks and Recreation and the Director of Golf to greet players and check receipts, inform customers of and enforce golf course rules and regulations

DISGUISHING CHARACTERISTICS

Golf Starter/Ranger is distinguished from Parks and Recreation Ranger and Boating Ranger by the type of activities performed. Golf Starter/Ranger duties involve golf activities such as greeting players, maintaining accurate tee time, customer and pace of play records and informing golfers of and enforcing golf course rules and regulations. Parks and Recreation Ranger performs a variety of advisory, scheduling, public relations and enforcement duties at various Parks and Recreation non-golf and non-boating facilities. Boating Ranger performs duties related to boating activities.

Guidelines, Difficulty and Decision Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

ESSENTIAL DUTIES

Informs golfers of rules and regulations pertaining to the golf course, enforces rules and, if necessary, removes golfers from the course for flagrant violations of course rules, golf etiquette or safety.

Checks daily play tickets, provides direction and assistance to golfers and ensures the smooth flow of play on the course.

Provides timely updates and communications regarding pace of play, status of tee times, course conditions and other pertinent information to the Golf Pro Shop.

Maintains orderly tournament permit files.

Completes accident and incident reports, handles emergency situations and submits documentation to the course supervisor when necessary.

Informs the golf professional or assistant golf professional if supplies are low and need to be ordered.

Maintains accurate tee time, customer records and pace of play records using a computerized tee sheet program.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, and Skills Requirements

Oral Communication - Expresses ideas and facts to individuals in the process of enforcing regulations.

Interpersonal skills - Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

Flexibility - Adapts behavior and work methods from routine in response to a stressful crisis or unexpected obstacle.

Computer systems - Utilizes a computer to input and access routine information; prints reports.

Customer Service - Greets employees and the public; provides information and assistance about services available reflecting a knowledge of services; handles recurring problems within a defined scope.

Arithmetic - Uses arithmetic including addition, subtraction, multiplication and division.

Written Communication - Completes forms and paperwork related to the work assignment.

Knowledge of the necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the rules and etiquette of golf sufficient to be able to monitor golf activities and enforce rules and regulations.

Skill in establishing and maintaining effective working relationships with the public.

Skill in interpreting, adapting and applying appropriate written guidelines, precedents, regulations and standardized work practices to a variety of problematic situations.

Skill in writing reports with sufficient detail to enable the reader to identify and understand all pertinent facts.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hands(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Receptive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors

Working Environment

Extreme cold: temperature cold enough to cause marked bodily discomfort.

Extreme heat: temperature hot enough to cause marked bodily discomfort.

Wet: frequent contact with water or other liquid.

Humid: conditions with high moisture content to cause bodily reactions.

Subject to long irregular hours.

Subject to stressful situations.

Education Requirement

Graduation from high school or possession of a GED Certificate or enrollment in and regular attendance at a high school.

Experience Requirement

One year of participation in the game of golf on a recreational basis.

Licensure and/or Certification

Must be at least 16 years of age.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 10/16/2005, Lujan
2/1/2009, Wiberg

REVISED BY: Jayne Lujan
Paul Wiberg

CLASS HISTORY 10/16/2005 - Revised class specification into a new format adding competencies.
2/1/2009 - Updated and revised the following: General Statement of Class Duties, Distinguishing Characteristics, Essential Duties and Education requirement. Deleted driver's license requirement.



Career Service Authority
Golf/Pro Shop Assistant

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GENERAL STATEMENT OF CLASS DUTIES

Assists in the day-to-day operations of a golf facility pro shop and course.

DISTINGUISHING CHARACTERISTICS

Golf/Pro Shop Assistant is distinguished from Recreation Facility Assistant positions at a golf facility. Recreation Facility Assistant may assist in the operations of a golf pro shop on a limited basis while duties to provide golf pro shop assistance are a primary responsibility of Golf/Pro Shop Assistant. Golf/Pro Shop Assistant is also distinguished from Golf Professional and Assistant Golf Professional. Golf/Pro Shop Assistant provides assistance in the operation of a golf pro shop but does not direct or manage those operations or perform other golf professional work. This class is further distinguished by the following factors:

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational practices to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

May perform leadwork over temporary employees.

ESSENTIAL DUTIES

Opens and closes the Pro Shop and performs all associated duties.

Acts on behalf of the Manager and Director of Golf by administering existing policies and regulations.

Responsible for interacting with patrons and providing them excellent customer service and satisfaction.

Uses a computerized cash register to collect golf fees and make retail merchandise sales.

Completes necessary registration paperwork.

Determines order of play and calls players to the first tee making sure to stay on time.

Answers the phone and makes reservations.

Provides information and answers questions concerning various programs.

Receives, prices and stocks various retail items.

Assists with inventory count of retail items.

Keeps the golf shop clean and orderly.

When requested, pulls carts out and washes golf carts, puts carts in the storage area at the end of the day, empties trash and keeps the cart storage area clean and orderly.

When assigned or requested, performs other duties related to the maintenance and operations of a golf course and/or driving range.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact empathy, cooperation, concern and politeness to others; relates well to different people from varied backgrounds and different situations.

Flexibility - Adapts quickly to changes.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the techniques, principles and regulations of golf programs.

Knowledge of lead work principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.

Skill in understanding and following oral, illustrated, written or demonstrated instructions.

Skill in using a computerized cash register.

Skill in communicating and presenting factual information related to the work of the work assignment.

Skill in filling out forms and completing paperwork related to the work assignment.

Skill in maintaining and ensuring cleanliness of equipment.

Physical Demands:

Sitting: remaining the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Subject to variations in temperatures from hot to cold.

Education Requirement:

Graduation from high school or possession of a GED Certificate or enrollment in and regular attendance at a high school.

Experience Requirement:

One year of experience in the game of golf on a recreational basis.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Must be at least 16 years of age.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 11/23/2008

ESTABLISHED BY: Paul Wiberg

REVISED DATE:

REVISED BY:

CLASS HISTORY



Career Service Authority
Lead Payroll Associate

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GENERAL STATEMENT OF CLASS DUTIES

Performs permanently assigned lead work over professional payroll associates and assists with developing and enforcing payroll policies and procedures and implementing and maintaining time and attendance systems used within the city.

DISTINGUISHING CHARACTERISTICS

The Lead Payroll Associate is distinguished from the *Payroll Associate*, which performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures. The Lead Payroll Associate is distinguished from the *Senior Payroll Associate*, which performs full performance professional work reviewing, auditing, approving, and maintaining employee time reports and payroll accounting records and oversees and monitors a variety of payroll adjustments and changes to employee payroll data. Finally, the Lead Payroll Associate is distinguished from the *Payroll Supervisor*, which performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Leads two or more professional payroll associates.

ESSENTIAL DUTIES

Functions as a liaison with city employees, agencies, and coworkers by answering payroll inquiries and assisting with the development and enforcement of payroll policies and procedures.

Assists supervisor/manager with the implementation and maintenance of time and attendance systems used within the city.

Resolves payroll problems encountered during daily operations and determines appropriate solutions.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Uses knowledge that is acquired through formal training/extensive on the job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Integrity/Honesty – Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Oral Communications – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Leadership – Interacts with others to influence, motivate, and challenge them; adapts leadership styles to a variety of situations.

Flexibility – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Leading a Diverse Workforce – Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Managing Human Resources – Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Self-Management – Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Decision Making – Makes sound, well informed and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; know products and services; is committed to providing quality product/services.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Knowledge of supervisory principles and practices sufficient to be able to contribute to the development of an employee performance plan and document employee performance.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.

Knowledge of financial, business, tax, and data analysis techniques.

Knowledge of Enterprise Resource Planning applications and systems sufficient enough to process payroll.

Knowledge of time and attendance systems sufficient enough to audit the entry of employee time reporting.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls, inquiries and various deadlines.

Education Requirement:

Bachelor Degree in Accounting, Finance, Business Administration, Public Administration, or a directly related field.

Experience Requirement:

Two years of professional experience implementing and administering payroll regulations and policies.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 11/23/2008

ESTABLISHED BY: Melissa Palmer

REVISED DATE:

REVISED BY:

CLASS HISTORY: This is a new class.



Career Service Authority

Payroll Accountant

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GENERAL STATEMENT OF CLASS DUTIES

Performs full-performance level, professional work preparing and completing all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies; and reconciling various payroll and benefits to the general ledger.

DISTINGUISHING CHARACTERISTICS

Payroll Accountant is distinguished from the *Staff Accountant*, which performs entry-level, professional, governmental accounting work by analyzing and presenting operating and financial data through activities such as ledger maintenance, delinquent account collections, cost analysis, reconciliations, posting and inventory control. In addition, Payroll Accountant is distinguished from *Senior Accountant*, which performs full-performance level, professional, governmental accounting work by analyzing and presenting financial statements, statistical reports and budget documents. Finally, Payroll Accountant is distinguished from *Senior Tax Auditor*, which performs full-performance level auditing work applying generally accepted accounting principles and auditing standards in conducting financial and tax compliance audits of entities engaged in business in Denver.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Prepares and completes all federal, state, and local payroll and unemployment insurance tax reporting, which includes completing amended tax returns when necessary. Ensures compliance with payment, reporting, or other tax requirements.

Compiles payroll data for various federal government reporting requirements.

Computes taxes owed or overpaid and researches payroll data to correct any errors.

Researches and resolves employee pay discrepancies and prepares all required paperwork for employee actions impacting payroll.

Reconciles payroll, wage garnishments, and mileage reimbursements to the general ledger.

Reconciles benefits to the general ledger. Works with vendors and other third parties to resolve process issues and errors.

Prepares billing for employee wages for DHHA, collects monies, and posts transactions to the general ledger.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Through formal training, understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

Reading – Understands and interprets written material, including technical material rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Problem Solving – Identifies problems; determine accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Mathematical Reasoning – Solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Knowledge of the principles and practices of accounting sufficient to be able to establish, maintain, understand and interpret various accounting systems, for general purposes to assist others.

Knowledge of generally accepted auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program results audits.

Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.

Knowledge of mathematics sufficient to be able to perform statistical computations and prepare reports.

Physical Demands:

Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with hand(s).
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work using two or more.

Working Environment:

Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Education Requirement:

Bachelor Degree in Accounting or in Business Administration, including a minimum of 15 semester hours of accounting courses.

Experience Requirement:

Three years of professional accounting experience, including one year of experience with preparing and reporting payroll taxes.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure and/or Certification:

By position, requires a valid driver's license.
By position, appropriate payroll and/or accounting certification required.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 11/23/2008

ESTABLISHED BY: Melissa Palmer

REVISED DATE:

REVISED BY:

CLASS HISTORY This is a new classification.



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Payroll Associate

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures.

DISTINGUISHING CHARACTERISTICS

The Payroll Associate is distinguished from the *Senior Payroll Associate*, which performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures. The Payroll Associate is also distinguished from the *Lead Payroll Associate*, which performs permanently assigned lead work over professional payroll associates and assists with developing and enforcing payroll policies and procedures and implementing and maintaining time and attendance systems used within the city. Finally, the Payroll Associate is distinguished from the *Payroll Supervisor*, which performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Prepares, processes, and audits employee time reports (both time sheets and e-time data) in accordance with internal payroll rules and federal, state, and local regulations.

Posts pay, tax, and benefit changes (i.e. deferred compensation, W-4, and direct deposit requests) to payroll system.

Balances and reconciles employee time reporting and payroll accounting records with a variety of agency, city, and other processing requirements.

Consults with employees and/or supervisors to explain and interpret payroll rules, regulations, policies and procedures.

Provides assistance to supervisors and/or managers by running queries and providing reports detailing labor-related data (i.e. time off and overtime).

Troubleshoots and resolves payroll problems, which may include analyzing problems with time and attendance data and making corrections.

Researches variances in the application of payroll policies and procedures and corrects any errors and/or oversights.

Researches, compiles, and analyzes statistical reports, audits, and other data; formulates reports and/or records both manually and utilizing computer programs as assigned.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Uses knowledge that is acquired through formal training/extensive on the job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Integrity/Honesty – Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

Flexibility – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Oral Communications – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Decision Making – Makes sound, well informed and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; know products and services; is committed to providing quality product/services.

Self Management – Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.

Knowledge of Enterprise Resource Planning applications and systems sufficient enough to process payroll.

Knowledge of time and attendance systems sufficient enough to audit the entry of employee time reporting.

Physical Demands:

Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive Motions: making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Subject to many interruptions.
Pressure due to multiple calls, inquiries and various deadlines.

Education Requirement:

Graduation from high school or the possession of a GED certificate.

Experience Requirement:

Three years of clerical/technical experience performing a variety of payroll processing activities.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 11/23/2008

ESTABLISHED BY: Melissa Palmer

REVISED DATE:

REVISED BY:

CLASS HISTORY: This is a new class.



Career Service Authority

Page 1 of 6

Payroll Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities including reviewing, auditing, approving, and maintaining employee time reports and payroll accounting records and oversees and monitors a variety of payroll adjustments and changes to employee payroll data.

DISTINGUISHING CHARACTERISTICS

The Payroll Supervisory is distinguished from the *Payroll Associate*, which performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures. The Payroll Supervisor is also distinguished from the *Senior Payroll Associate*, which performs full performance professional work reviewing, auditing, approving, and maintaining employee time reports and payroll accounting records and oversees and monitors a variety of payroll adjustments and changes to employee payroll data. Finally, the Payroll Supervisor is distinguished from the *Lead Payroll Associate*, which performs permanently assigned lead work over professional payroll associates and assists with developing and enforcing payroll policies and procedures and implementing and maintaining time and attendance systems used within the city.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more professional payroll associates and/or payroll accountants.

ESSENTIAL DUTIES

Directs and evaluates the work of professional and technical payroll staff members, provides technical expertise to staff, and establishes section and staff work programs and objectives.

Plans, assigns, and reviews the work of staff members performing a variety of payroll activities and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Trains new staff members in payroll techniques and methodologies, orients staff with appropriate laws, policies, regulations, and procedures, and ensures that work conforms to standards, regulations, and laws.

Reviews new policy proposals or revisions and makes recommendations about their effectiveness.

Serves on committees and builds and maintains effective relationships with managers and other stakeholders in order to discuss and resolve issues/concerns, exchange information, and recommend changes to improve payroll services.

Ensures that staff prepares comprehensive records, reports, and documentation that complies with standards and requirements.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Personnel and Human Resources – Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Leadership – Inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting) and maintains credibility with others on technical matters.

Organizational Awareness – Knows the organization's mission and functions and how its social, political, and technological systems work and operates effectively within them including the policies, procedures, rules, and regulations of the organization.

Flexibility – Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.

Interpersonal Skills – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish section's mission. Adapts approach to different people and situations.

Team Building – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Human Resources Management – Empowers staff by sharing power and authority, develops lower levels of leadership, pushing authority down and out throughout the organization, shares rewards with staff, and ensures staff is properly selected, used, appraised, developed, and are treated fairly.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce and manages workforce diversity.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

Integrity/Honesty – Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Oral Communication – Clearly communicates and explains organizational policies and work assignments to staff and communicates information to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate area(s).

Conflict Management – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

Decisiveness – Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out ideas, systems, or policies that affect the section. Legal, public, and financial consequences are generally limited to the area(s).

Problem Solving – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

Self-Direction – Sets goals, takes initiative in implementing ideas, systems, or policies that affect an area, manages time efficiently, encourages feedback, and invests in self-development.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; know products and services; is committed to providing quality product/services.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Knowledge of supervisory principles and practices sufficient to be able to contribute to the development of an employee performance plan and document employee performance.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.

Knowledge of financial, business, tax, and data analysis techniques.

Knowledge of Enterprise Resource Planning applications and systems sufficient enough to process payroll.

Knowledge of time and attendance systems sufficient enough to audit the entry of employee time reporting.

Physical Demands:

Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive Motions: making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Subject to many interruptions.
Pressure due to multiple calls, inquiries and various deadlines.

Education Requirement:

Bachelor Degree in Accounting, Finance, Business Administration, Public Administration, or a directly related field.

Experience Requirement:

Three years of professional experience implementing and administering payroll regulations and policies.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training courses prior to the completion of the probationary period.

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 11/23/2008

ESTABLISHED BY: Melissa Palmer

REVISED DATE:

REVISED BY:

CLASS HISTORY: This is a new class.



Career Service Authority
Senior Payroll Associate

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GENERAL STATEMENT OF CLASS DUTIES

Performs full performance professional work reviewing, auditing, approving, and maintaining employee time reports and payroll accounting records and oversees and monitors a variety of payroll adjustments and changes to employee payroll data.

DISTINGUISHING CHARACTERISTICS

The Senior Payroll Associate is distinguished from the *Payroll Associate*, which performs full performance technical work maintaining employee time reporting and payroll accounting records, which includes: posting data to payroll system, balancing and reconciling payroll records, troubleshooting and resolving issues, and explaining and interpreting payroll rules, regulations, policies, and procedures. The Senior Payroll Associate is also distinguished from the *Lead Payroll Associate*, which performs permanently assigned lead work over professional payroll associates and assists with developing and enforcing payroll policies and procedures and implementing and maintaining time and attendance systems used within the city. The Senior Payroll Associate is distinguished from the *Payroll Accountant*, which performs full-performance level, professional work preparing and completing all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies; and reconciling various payroll benefits to the general ledger. Finally, the Senior Payroll Associate is distinguished from the *Payroll Supervisor*, which performs professional and supervisory work over professional and technical payroll staff engaged in performing a variety of payroll activities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Reviews, audits, and approves employee time reports and payroll data in accordance with internal payroll rules and federal, state, and local regulations.

Processes status changes, tax changes, deductions, direct deposits, retroactive adjustments and special pay (i.e. garnishments, deferred compensation, W-4, and direct deposit requests) to payroll system.

Oversees and monitors various payroll adjustments (i.e. shortages, manual computation of gross and net pay, vacation pay, garnishments, and bonuses); processes reversals as needed and ensures reversals are correct.

Balances and reconciles employee time reporting and payroll accounting records with a variety of agency, city, and other processing requirements.

Consults with employees and/or supervisors to explain and interpret payroll (including garnishments) and human resources rules, regulations, policies and procedures.

Troubleshoots and resolves complex or unusual payroll problems, which involves analyzing problems with time and attendance and payroll data and making corrections.

Prepares periodic payroll-related analysis, statements, and projections as needed.

Oversees and provides instruction and training regarding assigned duties to lower classified payroll staff; may provide input on performance and assist with resolving informal grievances.

By position, assists with the preparation and completion of all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies, and reconciling various payroll and benefits to the general ledger.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Uses knowledge that is acquired through formal training/extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Integrity/Honesty – Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Arithmetic/Mathematical Reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

Flexibility – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Oral Communications – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Decision Making – Makes sound, well informed and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; know products and services; is committed to providing quality product/services.

Self Management – Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Knowledge of payroll sufficient enough to explain and interpret policies, procedures, rules, and regulations.

Knowledge of Enterprise Resource Planning applications and systems sufficient enough to process payroll.

Knowledge of time and attendance systems sufficient enough to audit the entry of employee time reporting.

By position, knowledge of payroll and garnishment rules and regulations sufficient enough to administer and process garnishments.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls, inquiries and various deadlines.

Education Requirement:

Bachelor Degree in Accounting, Finance, Business Administration, Public Administration, or a directly related field.

Experience Requirement:

One year of experience implementing and administering payroll regulations and policies.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 11/23/2008

ESTABLISHED BY: Melissa Palmer

REVISED DATE:

REVISED BY:

CLASS HISTORY: This is a new class.