



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-1

For the meeting of: April 18, 2017

Date: March 31, 2017
To: Board of Supervisor
From: Joseph Mellett, Auditor-Controller *MSM*
Subject: Adopt New Classifications of the Auditor-Controller Office, Reallocate Staff as Defined

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the new management and confidential classification of County Payroll Services Manager (class number 0107, salary range 467, bargaining unit 08); and
2. Reallocate the Payroll/Position Control Manager position (class number 0113, salary range 427, position 01) currently occupied by Katherine Oliveira in budget unit 111 to County Payroll Services Manager (class number 0107, salary range 467).
3. Adopt the new management and confidential classification of Assistant County Payroll Services Manager (class number 0104, salary range 437, bargaining unit 08); and
4. Reallocate the Assistant Payroll/Position Control Manager position (class number 0108, salary range 397, position 01) currently occupied by Kara Fales in budget unit 111 to Assistant County Payroll Services Manager (class number 0104, salary range 437).
5. Adopt the new classification of Auditor-Controller Payroll Specialist I/II (class number 0223, salary range 365/380, bargaining unit 9) into the classification plan; and

Prepared by Joseph Mellett

CAO Approval *[Signature]*

REVIEW: Auditor _____ County Counsel _____ Human Resources *[Signature]* Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Sundberg*
Seconded by Supervisor *Fennell*
And unanimously carried by those members present,
The Board hereby adopts the recommended action
contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Dated: *Apr 18, 2017*
Kathy Hayes, Clerk of the Board

Meeting of: _____

By: *[Signature]*

6. Reallocate the Senior Fiscal Assistant position (class number 0123, salary range 365, position 01) currently occupied by Leslie Tully-Lund in budget unit 111 to Auditor-Controller Payroll Specialist II (class number 0223, salary range 380).
7. Reallocate the Senior Fiscal Assistant position (class 0123, salary range 365, position 04) currently occupied by Ruthie Boltzen in budget unit 111 to Auditor-Controller Payroll Specialist II (class number 0223, salary range 380).
8. Reallocate the Senior Fiscal Assistant position (salary range 365, class 0123, position 01) currently occupied by Judy Blanchard in budget unit 111 to Auditor-Controller Payroll Specialist I (class number 0223, salary range 365).

The requested changes should be made effective on the pay period following approval.

SOURCE OF FUNDING: General Fund

DISCUSSION:

The Auditor-Controller and subordinate staff oversee auditing, accounting and general financial services for all county departments and several special districts. Recruiting and retaining qualified staff to these positions is essential for maintaining accuracy and continuity of operations in these positions and services that the county organization relies on. In 2015, the Auditor-Controller requested a classification study be conducted for several outdated job classifications in the office where incumbent employees are performing duties outside of the current job specifications. Human Resources provided forms to the Auditor-Controller to begin the classification study. During the course of this study it became evident that several employees had been working beyond the scope of their current classifications, refer to the attachment provided by Human Resources as a result of this study. A summary is as follows:

Upon conducting classification reviews of the Payroll/Position Control Manager, Assistant Payroll/Position Control Manager, and Senior Fiscal Assistant positions, the Human Resources Department determined that staff in those positions were performing duties beyond the scope of the aforementioned. Following an examination of the existing county job classifications, it became apparent that appropriate classifications did not exist, therefore creating new classifications of County Payroll Services Manager, Assistant County Payroll Services Manager and Auditor-Controller Payroll Specialist I/II was necessary. The proposed new job classifications (see attached) represent a more accurate depiction of the duties performed by the current staff in the Payroll Division, including the development and implementation of goals in the division that impact all county departments and their payroll related operations.

FINANCIAL IMPACT:

The additional estimated salary and benefit costs for FY 2016-17 associated with the recommended salaries for each of the proposed new job class specifications equals approximately \$2,794.06. The additional estimated salary and benefit costs for FY 2017-18 associated with the recommended salaries for each of the proposed new job class specifications is approximately \$28,589.43. The Auditor-Controller department has sufficient funds to cover these additional costs.

The recommendations included in this agenda item support the Board's strategic framework by managing county resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the recommendations listed above. This is not recommended as it could negatively impact the Auditor-Controller's ability to provide the level of service necessary to ensure accuracy and continuity of operations.

ATTACHMENTS:

New Job Class Specifications and Human Resources recommendations for County Payroll Services Manager

New Job Class Specifications and Human Resources recommendations for Assistant County Payroll Services Manager

New Job Class Specifications and Human Resources recommendations for Auditor-Controller Payroll Specialist I/II



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: March 9, 2017

To: Joe Mellett, Auditor-Controller

From: David Gauthier, Human Resources Analyst II
Becke Perry, Human Resources Analyst II

Subject: Classification review of Payroll/Position Control Manager, Katherine Oliveira

At your request, the Human Resources Department conducted a classification review of the Payroll/Position Control Manager position currently occupied by Katherine Oliveira. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

Currently, Katherine Oliveira performs her duties as Payroll/Position Control Manager in the Auditor-Controller Office. Based upon review of the Job Analysis Questionnaire prepared by Katherine Oliveira and the Assistant Auditor-Controller, Steve Edmiston and submitted by your department on October 11, 2016, and my subsequent interviews with Katherine Oliveira and Steve Edmiston, the Human Resources Department has determined that the Payroll/Position Control Manager position currently occupied by Katherine Oliveira is not appropriately classified.

During the course of the classification study it became evident that Katherine Oliveira has been performing duties beyond the scope of Payroll/Position Control Manager. Mrs. Oliveira's position as Payroll/Position Control Manager has evolved significantly since promoting to the position in 2015. The impetus for the expansion of Mrs. Oliveira's responsibilities and duties was caused by the expansion and modernization of payroll processes and systems, and an increased reliance on the position by the Auditor-Controller to make independent administrative decisions regarding payroll services. As such, her responsibilities broadened to meet those business needs. Currently, Mrs. Oliveira continues to perform the duties of Payroll/Position Control Manager with the additional administrative responsibilities of developing and implementing the goals and objectives of the Payroll division, serving as project manager in the development and implementation of complex payroll systems and serving as liaison between the Payroll division and high ranking County officials. The new emphasis on project management, providing overall direction of the Payroll division, and the increased autonomy in division level decision making clearly indicate that Mrs. Oliveira is working out of class. Upon examining existing County job classifications, it became apparent that an appropriate classification did not exist, thus the creation of the County Payroll Services Manager.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

“That the Board of Supervisors:

1. Adopt the new management and confidential classification of County Payroll Services Manager (class number 0107, salary range 467, bargaining unit 08); and

2. Reallocate the Payroll/Position Control Manager position (class number 0113, salary range 427, position 01) currently occupied by Katherine Oliveira in budget unit 111 to County Payroll Services Manager (class number 0107, salary range 467).

effective the beginning of the bi-weekly pay period following approval.”

For informational purposes, please include a copy of this report, along with the attached specifications for County Payroll Services Manager, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specification for County Payroll Services Manager

cc: Katherine Oliveira

COUNTY PAYROLL SERVICES MANAGER

DEFINITION

Under administrative direction, plans, organizes, administers, coordinates and evaluates the work of staff and activities of the Auditor-Controller Payroll Division; supervises professional and technical staff in the provision of payroll services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is a division level management class within the department of the Auditor-Controller with responsibility for the day-to-day administration of payroll functions including project management and supervision of professional and support staff. In addition, the incumbent performs payroll and analysis tasks of a complex nature to ensure accurate implementation and reporting of the County's payroll functions. This class is distinguished from the Assistant Auditor-Controller in that the latter has administrative responsibilities over all functions of the department of the Auditor-Controller.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, internal controls, procedures and work standards for the Payroll Division of the Auditor-Controller.
- Plans, supervises and reviews the work of professional and support staff; trains staff in specific departmental policies and procedures; makes selection recommendations and evaluates employee performance; recommends disciplinary action as necessary.
- Confers with Human Resources, County Administrative Office and others regarding personnel and/or employee relations matters as they relate to payroll including MOU provisions, County rules and related policies and procedures.
- Directs the preparation, maintenance, verification and reconciliation of a wide variety of payroll reports and records.
- Reviews regulations, labor and tax laws, policies, procedures and MOU updates, evaluates and recommends needed changes to current rules, policies and other procedures; interprets and applies legal and administrative concepts to various payroll functions.
- Serves as lead in the development and implementation of computerized payroll systems; acts as liaison and works closely

with third party vendors and County IT to update systems and processes as needed, and resolve system issues.

- Develops, recommends and implements improved operational procedures, forms, and work processes; informs and trains departmental business management staff regarding changes in payroll processes.
- Coordinates work activities with those of other departments to ensure proper interface of payroll transactions and adjustments.
- Answers inquiries, provides information and resolves complaints and issues regarding payroll/position control and benefit programs that require the use of judgment and the interpretation and application of policies, rules and procedures.
- Approves personnel requisitions for positions to be filled; processes personnel/position action forms for all personnel appointments, terminations and in-service changes.
- Maintains the position control file for each department by position, updates with the adoption of each budget and each allocation, disallocation or FTE change as approved by the Board of Supervisors.
- Assists various federal, state and private auditors in the audit of the County's payroll records.
- In compliance with applicable rules and regulations maintains, researches, assembles and analyzes information from a variety of sources for completion of complex forms, detailed reports and other payroll documentation for a variety of agencies and other sources.
- Supervises completion of forms for new employees, distribution on time sheets, re-cap sheets or other payroll documents to departments, agencies, and/or other units.

QUALIFICATIONS

Knowledge of:

Principles and methods of administration, including goal setting and policy and procedure development.

Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training.

Rules, regulations, terminology and processes related to the completion, processing and maintenance of varied payroll and personnel documents.

Principles and practices of governmental payroll, position control, fiscal recordkeeping and budgeting.

Business computer applications related to payroll and benefits issuance, statistical analysis, database systems, and other payroll records.

Office administrative practices and procedures including filing and the use of standard office equipment.

CountyPayrollServicesManager

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Skill in:

Analyzing complex and sensitive administrative, operational, and organizational problems, evaluating alternatives and reaching sound conclusions.
Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
Developing, organizing, coordinating and implementing varied projects.
Reading, interpreting, applying and explaining laws, regulations, policies and procedures.
Preparing complete and accurate payroll reports and records, statistical reports, benefits reports and other related specialized reports.
Maintaining an accurate and complete position control system.
Using initiative and sound independent judgment within Established guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Operating standard office equipment including a calculator or personal computer.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in accounting, business, public administration or related field and five years experience in payroll preparation using an automated payroll system in a large governmental or public agency with a minimum of three of the years supervising others.



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

Date: March 9, 2017

To: Joseph Mellett, Auditor-Controller

From: David Gauthier, Human Resources Analyst II
Becke Perry, Human Resources Analyst II

Subject: Classification review of Assistant Payroll / Position Control Manager, Kara Fales

At your request, the Human Resources Department conducted a classification review of the Assistant Payroll / Position Control Manager position currently occupied by Kara Fales. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

Currently, Kara Fales performs her duties as Assistant Payroll / Position Control Manager in the Auditor-Controller's Office. Based upon review of the Job Analysis Questionnaire prepared by Kara Fales and Katherine Oliveira and submitted by your department on October 11, 2016, and my subsequent interviews with Kara Fales and Katherine Oliveira, the Human Resources Department has determined that the Assistant Payroll / Position Control Manager position currently occupied by Kara Fales is not appropriately classified.

Mrs. Fales has been serving as the Assistant Payroll / Position Control Manager in the office of the Auditor-Controller since March 2015. In that time, the position has evolved with the changing needs of the department and the expansion and modernization of payroll processes and systems, and an increased reliance on the position by the Auditor-Controller to make independent administrative decisions regarding payroll services. As such, her responsibilities broadened to meet those business needs. Currently, Mrs. Fales continues to perform the duties of Assistant Payroll/Position Control Manager with the additional administrative responsibilities of assisting with the development and implementation of the goals and objectives of the Payroll division, serving as assistant project manager in the development and implementation of complex payroll systems and serving as the back-up liaison between the Payroll division and high ranking County officials. The new emphasis on project management, providing overall direction of the Payroll division, and the increased autonomy in division level decisions making, and ability to serve as the County Payroll Services Manager as needed clearly indicate that Mrs. Fales is working out of class. Upon examining existing County job classifications, it became apparent that an appropriate classification did not exist, thus the creation of the Assistant County Payroll Services Manager.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

“That the Board of Supervisors:

1. Adopt the new management and confidential classification of Assistant County Payroll Services Manager (class number 0104, salary range 437, bargaining unit 08); and

2. Reallocate the Assistant Payroll/Position Control Manager position (class number 0108, salary range 397, position 01) currently occupied by Kara Fales in budget unit 111 to Assistant County Payroll Services Manager (class number 0104, salary range 437).

effective the beginning of the bi-weekly pay period following approval.”

For informational purposes, please include a copy of this report, along with the attached specifications for Assistant County Payroll Services Manager, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specification for Assistant County Payroll Services Manager.

cc: Kara Fales
Katherine Oliveira

ASSISTANT COUNTY PAYROLL SERVICES MANAGER

DEFINITION

Under general supervision, assists in the planning, direction, organization, and coordination of activities related to the preparation, processing and reporting of County payroll and the maintenance of the position control system; performs difficult or specialized payroll support duties; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class assists the County Payroll Services Manager in activities related to the broad function of the Payroll Division of the County Auditor's Office, including planning, organizing, supervising, reviewing and evaluating the work of payroll staff. The work also includes performance of difficult, complex and specialized position control and payroll related financial work.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in supervision and direction of subordinate staff; plans, schedules and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Trains assigned staff in payroll, position control and County procedures and policies.
- Assists in employee performance evaluations and makes recommendations regarding disciplinary action and other personnel decisions.
- Answers inquiries, provides information and resolves complaints and issues regarding payroll/position control and benefit programs that require the use of judgment and the interpretation and application of policies, rules and procedures.
- Approves personnel requisitions for positions to be filled; processes personnel/position action forms for all personnel appointments, terminations and in-service changes.
- Confers with Human Resources, Administrative Office and others regarding personnel and/or employee relations matters as they relate to payroll including MOU provisions, County rules and related policies and procedures.
- Reviews regulations, policies, procedures and MOU updates, evaluates and recommends needed changes to current rules, policies and other procedures.
- Assists in the maintenance of the position control file for each department by position.

- Develops, recommends and implements improved operational procedures, forms, and work processes.
- Processes and/or directs the processing of time reporting forms, verifying information and calculations, specific payroll rates related to holiday, overtime, call-back, on-call, predetermined premium rates; monitors leaves of all types and compensatory time.
- In compliance with applicable rules and regulations maintains, researches, assembles and analyzes information from a variety of sources for completion of complex forms, detailed reports and other payroll documentation for a variety of agencies and other sources.
- Supervises and/or participates in balancing and verifying of retirement and other billings, spreadsheets and other payroll records.
- Researches software problems, evaluates system modifications and software changes, recommends and implements revisions and alterations.
- Supervises completion of forms for new employees, distribution on time sheets, re-cap sheets or other payroll documents to departments, agencies, and/or other units.
- Performs difficult or specialized payroll duties as necessary.
- Acts as the County Payroll Services Manager on a relief basis as needed.

QUALIFICATIONS

Knowledge of:

Supervisory principles and practices, including work planning, scheduling, review, evaluation and employee training.
Rules, regulations, terminology and processes related to the completion, processing and maintenance of varied payroll and personnel documents.
Principles and practices of governmental payroll, position control, fiscal recordkeeping and budgeting.
Office administrative practices and procedures including filing and the use of standard office equipment.
Computer hardware and applications software related to payroll.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of others.
Training others in work procedures.
Analyzing and resolving complex payroll and related administrative problems.
Organizing and prioritizing work, meeting critical time deadlines and following up with minimal supervision.

Reading, interpreting, applying and explaining laws, regulations, policies and procedures.
Preparing complete and accurate payroll reports and records, statistical reports, financial reports and other related specialized reports.
Organizing, researching and maintaining office files and documents.
Assisting in the maintenance of an accurate and complete position control system.
Using initiative and sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Operating standard office equipment including a calculator or personal computer.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in accounting, business, public administration or related field and two years experience as a lead worker or supervisor in a large governmental or public agency payroll division using a computerized payroll system.



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

Date: March 9, 2017

To: Joseph Mellett, Auditor-Controller

From: David Gauthier, Human Resources Analyst II
Becke Perry, Human Resources Analyst II

Subject: Classification review of Senior Fiscal Assistants, Leslie Tully-Lund and Ruthie Boltzen

At your request, the Human Resources Department conducted a classification review of the Senior Fiscal Assistant positions currently occupied by Leslie Tully-Lund and Ruthie Boltzen. The reviews were requested for the purpose of evaluating the appropriateness of the classification for these positions.

Currently, Leslie Tully-Lund and Ruthie Boltzen perform their duties as Senior Fiscal Assistants in the Auditor-Controller's Office. Based upon review of the Job Analysis Questionnaires prepared by Leslie Tully-Lund, Ruthie Boltzen and Katherine Oliveira and submitted by your department on October 11, 2016, and my subsequent interviews with Leslie Tully-Lund, Ruthie Boltzen and Katherine Oliveira, the Human Resources Department has determined that the Senior Fiscal Assistant positions currently occupied by Leslie Tully-Lund and Ruthie Boltzen are not appropriately classified.

The classification for Senior Fiscal Assistant was last updated in August 1990. Mrs. Tully-Lund has been serving as the Senior Fiscal Assistant in the office of the Auditor-Controller since January 2015 and Mrs. Boltzen has been serving since March 2015. The classification of Senior Fiscal Assistant is intended to serve as a lead worker providing advanced fiscal support for a County office. However, the duties and responsibilities of the positions within the Auditor-Controller's Office are more specific to County payroll processes, require advanced and technical knowledge of labor laws and County memorandums of understanding (MOU), and provide payroll support to all County departments. These duties and responsibilities are more indicative of a specialized classification. Additionally, the breadth and importance of the work to County operations is paramount as all County departments run their payroll through the Auditor-Controller's Office.

Upon examining the County job classifications, it became apparent that an appropriate existing County class was not available to reclassify the Senior Fiscal Assistant positions currently held by Leslie Tully-Lund and Ruthie Boltzen, thus the development of the new classification of Auditor-Controller Payroll Specialist I/II. This new classification will fall under the Management and Confidential compensation plan.

Additionally, a third Senior Fiscal Assistant position that was vacant at the time of the classification review has since been filled. Because that position performs similar duties and has similar responsibilities as the ones held by Leslie Tully-Lund and Ruthie Boltzen, Human Resource is recommending that it be reclassified to Auditor-Controller Payroll Specialist I.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

“That the Board of Supervisors:

1. Adopt the new classification of Auditor-Controller Payroll Specialist I/II (class number 0223, salary range 365/380, bargaining unit 9) into the classification plan; and
2. Reallocate the Senior Fiscal Assistant position (class number 0123, salary range 365, position 01) currently occupied by Leslie Tully-Lund in budget unit 111 to Auditor-Controller Payroll Specialist II (class number 0223, salary range 380)
3. Reallocate the Senior Fiscal Assistant position (class 0123, salary range 365, position 04) currently occupied by Ruthie Boltzen in budget unit 111 to Auditor-Controller Payroll Specialist II (class number 0223, salary range 380)
4. Reallocate the Senior Fiscal Assistant position (salary range 365, class 0123, position 01) currently occupied by Judy Blanchard in budget unit 111 to Auditor-Controller Payroll Specialist I (class number 0223, salary range 365)

effective the beginning of the bi-weekly pay period following approval.”

For informational purposes, please include a copy of this report, along with the attached specifications for Auditor-Controller Payroll Specialist, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specification for Auditor-Controller Payroll Specialist

cc: Katherine Oliveira
Kara Fales
Ruthie Boltzen
Leslie Tully-Lund
Judy Blanchard

AUDITOR-CONTROLLER PAYROLL SPECIALIST I/II

DEFINITION

Under direction, performs advanced County payroll and personnel functions and activities; provides difficult, technical, or specialized administrative office support; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This flexible class is responsible for performing the countywide payroll functions of the Auditor-Controller's Office, including planning, organizing, and implementing difficult, complex or specialized responsibilities related to implementation of agency contracts, policies and benefits which requires a high level of independence, initiative, and discretion. Initially under close supervision, incumbents learn and perform routine functions in support of Auditor-Controller Payroll Services related processes and activities. As knowledge and experience are gained, work assignments will become more complex and broader in scope, and will be performed under more general direction. This class may be flexibly staffed with Auditor-Controller Payroll Specialist II, and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the required work.

EXAMPLES OF DUTIES (Illustrative Only)

- Establishes and maintains payroll records in computerized payroll and personnel systems using a working knowledge of tax code, labor law and agency MOUs; applies appropriate system codes for accurate processing of payroll and benefit issuance.
- Reviews, verifies accuracy, and processes documentation and forms for onboarding new employees accurately in accordance with laws determining taxation based on bargaining group and employee type, changes in current employees' status, classification, position, or salary, and separation of employees from County employment; assists employees and directs departments with procedure and necessary paperwork.
- Receives timecard records from County departments, reviews for completeness and accuracy, verifies compliance with payroll procedures, County MOUs and FLSA; consults with departments as needed.
- Completes specialized and advanced payroll and benefits tasks such as wage garnishments, processing of health insurance premiums from

employees on extended leave, integration of state disability insurance payments with employee benefit time, etc.

- Collects, maintains and analyzes payroll and benefits information and data using spreadsheets and other software; ensures compliance with Public Employee Retirement Law reporting requirements.
- Prepares a variety of specialized payroll reports and documentation on a scheduled or as needed basis.
- Serves as liaison between County Payroll, Human Resources, and other County departments.
- Provides input into the development of payroll procedures; works with County information technology staff in testing and revision of software as needed.
- Completes requests from outside entities related to verifying income and employment status.
- Researches employee data and responds to CalPERS requests for service history, salary and related information.
- Trains County department staff as needed to utilize County payroll system to make timecard entries and run reports used for benefit tracking, budget development, funding applications and other reporting needs.
- Tracks unpaid medical leave in accordance with County MOUs, advises department on relevant dates and related actions.
- Performs loan tracking, and maintains and reconciles County voluntary pre-tax retirement contributions in compliance with Internal Revenue Code.

QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances and regulations pertaining to public employment, salary and taxation.

Principles, practices, terminology and processes of the completion of an automated payroll system.

Office administrative practices and procedures, including the operation of standard office equipment.

Principles and practices of business computer systems including word processing, spreadsheets, and the use of personal computing equipment.

Correct English usage including spelling, grammar, punctuation and oral presentations.

Safety procedures and requirements for reporting and documentation.

Skill in:

Training others in work procedures.
Organizing and prioritizing work, including meeting critical deadlines and following up on assignments.
Analyzing and resolving a variety of administrative problems.
Performing payroll support work.
Interpreting, applying and explaining complex laws, codes, regulations and policies.
Organizing, researching and maintaining office files.
Preparing payroll, benefit, and personnel reports as required.
Operating standard office equipment including copy machine, calculator and personal computer.
Maintaining accurate files and records.
Exercising sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Auditor-Controller Payroll Specialist I: Some college coursework in accounting, bookkeeping, human resources or related field and two years of payroll experience in a large public agency environment using an automated payroll system.

Auditor-Controller Payroll Specialist II: In addition to the above, one year of work experience at a level equivalent to the County's job class of Auditor-Controller Payroll Specialist I.