

**County of Humboldt Job Specification**  
**PAYROLL SERVICES SUPERVISOR**  
**Classification 0104**  
**FLSA: Exempt**



**DEFINITION**

Under general direction, plans, supervises, organizes, coordinates, and reviews the work of staff 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; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Payroll Services Manager. Exercises direct supervision over technical and administrative staff.

**CLASS CHARACTERISTICS**

This is the full supervisory-level class in the payroll series that exercises independent judgment on diverse and specialized payroll functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and are responsible for providing professional level support to the Payroll Services Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

This class is distinguished from the Payroll Services Manager in that the latter is a management classification with responsibility for the overall management and administration of the Payroll Division.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Plans, organizes, supervises, coordinates, and reviews the work of payroll staff.
- Evaluates employee performance; counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in payroll, position control, and County procedures and policies; implements training procedures and standards; provides technical consultation and guidance to staff members and performs the more complex duties assigned to staff.
- Directs the daily operations and activities of the Payroll Division; plans, schedules and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Answers inquiries related to payroll; 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 Action Forms

for all personnel changes, including demotions, transfers, reclassifications, under-fills, step increases, longevity, and other pay adjustments.

- Confers with county staff 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.
- Reviews and/or approves payroll batching reports, error reports, payroll registers, payroll warrants and wire requests, tax deposits, tax tables, periodic tax returns and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's and 1099's, rate schedules, pay period tables, and position control labor distribution lists.
- Administers a variety of deferred compensation and retirement health savings plans, including reviewing and approving funds transfers and new enrollments; directs the implementation of annual open enrollment changes to benefit premiums.
- Analyzes and processes the settlement batch for all employees leaving County employment ensuring compliance with payroll and benefits laws and regulations.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- 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.
- Monitors changes in regulations and technology that may affect payroll services; implements policy and procedural changes after approval.
- Implements and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of payroll and benefits administration, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Payroll Manager.
- Directs the maintenance of accurate records and files.
- Performs other related duties as assigned.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

*The requirements listed below are representative of the knowledge and ability required.*

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the completion, processing and maintenance of varied payroll and personnel documents.
- Principles and practices of governmental payroll, position control, fiscal recordkeeping and budgeting.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze complex and sensitive administrative, operational, and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyze and resolving complex payroll and related administrative problems.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare complete and accurate payroll reports and records, statistical reports, financial reports and other related specialized reports.
- Assist in the maintenance of an accurate and complete position control system.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, business, public administration or related field

**and**

two (2) years of increasingly responsible experience as a lead worker in a large governmental or public agency payroll division using a computerized payroll system.

Additional years of qualifying experience may be substituted for the college education on a year for year basis.

Experience with the California Public Employees' Retirement System (CalPERS) is desirable.

### **Licenses and Certifications:**

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 25 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.)