



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
SENIOR PAYROLL TECHNICIAN
Class Specification

JOB SUMMARY

Under general direction, performs technical professional duties involved in processing of the City's bi-weekly payroll; ensures payroll records adhere to applicable laws, policies, and collective bargaining agreements; contributes to special projects in assistance to management; provides lead direction to assigned staff; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Performs duties and responsibilities of the Payroll Technician classification, as needed;
- Provides lead direction, training, and work review for payroll processing staff; organizes and assigns work and follows up to ensure coordination and completion of assigned tasks.
- Generates, researches and compiles a variety of reports, audits, and other payroll related data; reviews and analyzes payroll reports for issues; determines resolution and processes adjustments to resolve issues.
- Composes, types, edits, and proofreads a variety of documents, including forms, memos, and standard reports and correspondence for department management and staff; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Responds to the most complex payroll related questions; responds to complaints and requests for information.
- Coordinates with Human Resources to ensure Financial system uses are efficient and best practice with the compensation process
- Research and compile payroll record information as requested by government agencies and courts; receive and process employment and salary verifications, and court orders
- Collaborates with the payroll systems provider and IT to maintain and troubleshoot the Payroll module within the Financial system to serve and adapt to current and/or changing compensation processes and updates
- Serves as Executive staff resource for interpretation, clarification, and research of current and future Memorandums of Understanding and other employee compensation contracts
- Serves as the lead role in resolving CalPERS compliance issues such as Audits, bi-weekly, special, and retirement compensation

- Help maintain the proper compensation compliance as it pertains to Worker's Compensation
- Ensure proper workflow and best practices between Police department's time management system (Planit) and the City's Payroll Financial System
- Performs payroll duties as required.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Bachelors degree from an accredited college or university with major in accounting, finance or closely related field; and,
- Five (5) years of paid professional and progressive responsible experience performing payroll administration, at least one (1) year of the required experience must have been in a lead and/or supervisory capacity.

Licenses, Certifications and/or other Special Requirements

A valid California class C driver's license and ability to maintain insurability under the City's vehicle insurance policy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable Federal and State laws and regulations pertaining to payroll administration including FLSA, Public Employment Retirement Law;
- Knowledge of principles payroll procedures, processing, reconciling, and accounting;
- Knowledge of payroll and accounting systems including related software;
- Knowledge of financial systems, spreadsheet and word processing software;
- Knowledge of research techniques and methods of report presentation;
- Knowledge of principles, techniques and methods in supervising and training;
- Ability to plan and manage time effectively to meet payroll processing timelines;
- Ability to reconcile and transmit files and payments for taxes, deferred compensation retirement plans, and garnishments;
- Ability to maintain a working knowledge of the City's payroll system and related setup;
- Ability to maintain confidentiality of personnel and payroll records including reports;
- Ability to operate a motor vehicle;
- Ability to work independently; analyze unusual situations involved in fiscal, financial, and statistical record keeping systems and resolve through application of City policy.
- Ability to make arithmetical calculation quickly and accurately.
- Ability to perform clerical, financial record keeping work; understand and follow verbal and written directions.
- Ability to apply and detect errors in specific segments of a record keeping system

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

Employees work in an 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 divisional policies and procedures.

FLSA Status: Non-exempt
Bargaining Unit: HMEA
Civil Services Status: Classified
CSC Approval: 12/05/2024