

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PAYROLL AUDIT SPECIALIST II

DEFINITION:

Under general supervision, in the Office of the City Auditor and Comptroller, to perform difficult and complex payroll audits with responsibility for reconciling and balancing control documents; to review and process a wide variety of payroll documents in conformance with established procedures and regulations; and to perform related work.

* EXAMPLES OF DUTIES:

- Reviews and analyzes data that has been updated by Payroll Specialists into an automated personnel payroll system;
- Approves, rejects or adds personnel and time reporting transactions in compliance with Civil Service Rules and policies and City payroll-related policies and regulations;
- Calculates and updates leave and dollar balances as may be necessary;
- Reconciles and adjusts Federal and State income tax withholdings;
- Reconciles bank items and make appropriate accounting entries;
- Reconciles and adjusts employee and retiree payroll deductions;
- Generates checks for payroll deduction to other agencies;
- Reviews, calculates, and verifies the accuracy and completeness of a wide variety of payroll forms, documents, and related materials submitted by City departments;
- Advises other departments on payroll processes and regulations and answers related inquiries;
- Manually computes and prepares pay checks and official payroll statements as necessary;
- Receives and processes garnishments and attachments;
- Prepares stop payments on checks;
- Maintains master employment and pay records.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience performing all phases of manual or computer-aided payroll processing, which includes one year performing complex automated personnel payroll processing in the office of the City Auditor and Comptroller.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.