

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **PAYROLL AUDIT SUPERVISOR (AUDITOR)**

##### **DEFINITION:**

Under direction, in the Office of the City Auditor and Comptroller, to perform specialized, complex payroll bookkeeping work using standard accounting procedures; to supervise subordinates in accurate and timely City-wide payroll processing; to ensure compliance with payroll regulations and deadlines; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Performs specialized, complex, payroll accounting work involving independent decision-making with significant consequence of error;
- Reviews, researches, and resolves the more complex payroll problems;
- Oversees and makes adjustments to errors due to nonallowable deductions, garnishments, computational inaccuracies, employee status changes, and/or increased/decreased deductions;
- Responds to inquiries from the public, other agencies, and City employees using independent interpretation and in-depth knowledge of payroll and tax regulations, the Auditors Payroll Manual, Data Processing reports, and the Personnel Manual;
- Develops and conducts City-wide payroll training and informational meetings for those individuals responsible for preparing department/division payrolls;
- Oversees the final processing of City-wide payroll documents, reconciliations and distribution of payroll checks and handouts;
- Participates in the development and implementation of disaster preparedness efforts in support of the City-wide payroll function;
- Makes recommendations on the implementation of modified payroll functions such as the consolidation of mileage reimbursement checks;
- Evaluates and makes recommendations on payroll procedures;
- Selects, assigns, schedules, trains and evaluates the performance of subordinates.

##### **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.

Three years of clerical experience which must include two years of experience performing all phases of manual or computer-aided payroll processing with the City of San Diego.

- \* **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.