

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**PAYROLL AUDIT SUPERVISOR (PERSONNEL)**

**DEFINITION:**

Under general supervision, in the City Personnel Department, to supervise subordinates in accurate and timely City-wide payroll processing; to ensure compliance with personnel and payroll regulations and deadlines; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Directs the activities of subordinates engaged in auditing payroll-related documents for compliance with Personnel policies and procedures;
- Checks and verifies master dates for probation periods, merit increases and annual leave accrual;
- Coordinates personnel records subpoenas;
- Verifies entries to employee master records;
- Compiles personnel statistics;
- Calculates probation period extensions;
- Calculates and processes requests to reinstate annual leave;
- Monitors extended leaves without pay;
- Maintains and administers a City-wide temporary assignment clerical pool.

**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.