

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PAYROLL AUDIT SPECIALIST I - 1647

DEFINITION:

Under general supervision, in the centralized payroll sections of the Office of the City Comptroller and the Personnel Department, 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 provided by Department Payroll Specialists into an automated personnel payroll system;
- Approves, rejects or adds personnel and time reporting transactions in compliance with Civil Service Rules and City payroll-related policies and regulations;
- Verifies the accuracy and completeness of a wide variety of personnel and payroll forms, documents and related materials submitted by City departments;
- Manually computes and prepares paychecks and official payroll statements as necessary;
- Monitors appropriate leave programs, such as furloughs and family and catastrophic leave programs, and monitors employee performance reviews;
- Processes and confirms direct deposit transmissions to financial institutions;
- Interprets and applies complex policies in determining probation periods, merit increases, annual leaves, and award dates;
- Monitors leave-without-pay requests;
- Maintains master employment pay records;
- Advises other departments on payroll processes and regulations and answers related inquiries;
- Receives and processes garnishments and attachments;
- Prepares stop payments on checks;
- Maintains employee personnel records;
- Completes federal and state tax agency employment verifications;
- Monitors paid out-of-class assignments.

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.

One year of experience performing all phases of manual or computer-aided payroll processing, which includes six months performing complex automated personnel payroll or certification processing in the Office of the City Comptroller or Personnel Department.

* **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.