CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PAYROLL AUDIT SPECIALIST II – 1649

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

* EXAMPLES OF DUTIES:

- Reviews, analyzes, and enters 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 policies and City payroll-related policies and regulations;
- Calculates and updates leave and dollar balances as necessary;
- Reconciles and adjusts federal and state income tax withholdings;
- Reconciles bank items and makes 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 or certification forms, documents, and related materials submitted by City departments;
- Enters requests for certification, processes increases and decreases in certifications, and closes or cancels completed certifications;
- Advises other departments on payroll and certification 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.
- Performs related duties.

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 or certification processing, which includes one year 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.