

## 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.