

**CLASS SPECIFICATION****SAN DIEGO CITY CIVIL SERVICE COMMISSION****PAYROLL AUDIT SUPERVISOR- 1886****DEFINITION:**

Under general direction, in the Office of the City Comptroller and the Personnel Department, to perform specialized, complex payroll accounting and certification work; to supervise subordinates in accurate and timely Citywide certification and payroll processing; to ensure compliance with payroll and personnel regulations and deadlines; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Performs, reviews, researches, and resolves the more specialized and complex payroll accounting problems involving independent decision-making and significant consequence of error;
- Reviews, researches, and resolves the more specialized and complex payroll accounting problems;
- Reviews, audits, and processes a wide variety of certification and/or payroll documents;
- Assigns work to, selects, trains, and evaluates the activities of subordinates engaged in the certification, auditing and processing of a variety of payroll-related documents in compliance with established Civil Service Rules, Personnel and Comptroller payroll policies and procedures;
- Oversees and makes adjustments to rectify errors due to nonallowable deductions, add-on pays, modified work weeks, garnishments, computational inaccuracies, employee status changes, and increased or decreased deductions;
- Creates records, implements deductions, and reviews and verifies information in documentation provided by Department Payroll Specialists;
- Enters, verifies, reviews, and maintains employee master records in payroll and certification systems as well as position accuracy and eligibility of individuals;
- Calculates probation period extensions and processes requests to reinstate annual leave;
- Monitors employee performance reviews and various special pays including multiple add-on pay;
- Monitors extended leaves without pay and various leave programs such as family leave;
- Responds to inquiries from the public, other agencies, and City employees using independent interpretation and in-depth knowledge of payroll and tax regulations, computer generated reports, and the Auditors Payroll Manual or Personnel Manual;
- Develops and conducts Citywide payroll training and informational meetings for individuals responsible for preparing department/division payrolls;
- Oversees the final processing of Citywide payroll documents, reconciliations, and distribution of payroll checks and handouts;
- Participates in the development and implementation of disaster preparedness efforts in support of the Citywide payroll function;
- Makes recommendations on the implementation of modified payroll functions such as the consolidation of mileage reimbursement checks;
- Makes recommendations on the implementation of modified payroll functions and payroll procedures;
- 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.

Three years of full-time payroll-related clerical experience which must include at least two years of full-time experience verifying and certifying the accuracy of Citywide payroll or personnel transactions in the Office of the City Comptroller or the Personnel Department 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.