

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**PAYROLL SPECIALIST I**

**DEFINITION:**

Under general supervision, to post and/or process a payroll and a wide variety of payroll documents in conformance with established procedures and regulations; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Allocation to Payroll Specialist I is based on the following: The incumbents must regularly work at least approximately 50% of their time in processing payrolls and related documents. Typically positions in this class process payrolls in departments having fewer employees, where the vast majority of employees are on a standard work schedule, and few industrial leave cases are processed.

**\* EXAMPLES OF DUTIES:**

- Makes calculations for and prepares personnel input documents for updating an employee's pay setup record into an automated personnel payroll system to reflect payroll transactions such as hiring, promotions, transfers, pay increases and reductions, status changes, terminations or retirements, etc.;
- Verifies that payroll deduction notices are properly completed;
- Inputs time reporting for department employees;
- Tracks and makes calculations for employee mileage checks;
- Reviews and analyzes appropriateness of payroll transactions and notifies responsible authorities of any irregularities;
- Maintains confidential payroll and personnel information and records;
- Sorts and distributes mileage reimbursement and paychecks;
- Maintains vacation schedules;
- Answers questions from employees regarding payroll-related matters requiring the interpretation and explanation of Civil Service Rules and regulations and City payroll-related policies and regulations;
- Generates payroll related reports from CAPPs or other sources;
- Completes employment verification forms;
- Schedules and performs training for section/division employees regarding flexible benefits;
- Certifies payroll warrant registers;
- Maintains out-of-class assignment records in accordance with Civil Service rules and policies;
- Operates a variety of office equipment;
- Answers employee benefit questions with consultation from Risk Management as needed.

**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 clerical experience, including six months of experience in processing a City of San Diego payroll. Some positions may require the ability to type at a corrected speed of at least 30 net words per minute.

\* **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.