

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PAYROLL SUPERVISOR

DEFINITION:

Under direction, in a centralized payroll section for a large department, to supervise the work of a group of Payroll Specialists in the accurate and timely processing of large and complex payrolls; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans and directs the activities of subordinates engaged in processing payroll forms, documents, and related materials which form part of an automated personnel payroll system;
- Reviews the work of subordinates to ensure accuracy and compliance with payroll regulations and deadlines;
- Researches and resolves complex payroll problems;
- Researches and prepares a variety of payroll related statistical reports;
- Provides new employee orientation regarding department payroll policies and procedures; trains subordinate Payroll Specialists on the automated personnel payroll system and the applicable Civil Service Rules and policies and City payroll-related policies and regulations;
- Creates and monitors specialized tracking procedures for a variety of leaves and special pays;
- May participate in the work of the section;
- Selects, assigns, schedules, trains and evaluates the performance of subordinates.

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 experience processing a City of San Diego payroll. Experience must include one year of experience processing a large and complex City payroll which is part of an automated personnel payroll system, **OR** one year of experience as a Payroll Specialist II or Payroll Audit Specialist I 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.