

PAYROLL TECHNICIAN 2

CLASS DESCRIPTION

General Responsibilities:

This is journey-level paraprofessional accounting work in the administration of the City's centralized payroll process(es). Work involves varied judgmental responsibilities associated with auditing payroll records for conformance with prescribed standards and their intent (e.g., labor agreements, City ordinances, and related policies and procedures); providing related support and consultation to City agencies and employees; and in providing support and liaison on various employee benefits in conjunction with payroll processes. Work is characterized by considerable judgment and discretion in the administration of related processes and standards.

Examples of Duties and Responsibilities:

Review payroll records for compliance with standard labor contract provisions and Madison General Ordinances, and related City policies and procedures. Provide necessary liaison and coordination with Human Resources staff. Coordinate payroll data with Information Services to insure production of accurate and timely paychecks.

Respond to inquiries and provide necessary support regarding payroll information from auditors, payroll clerks, employees and the public, including reference to source documents such as City Ordinances, union contracts, Human Resources and Payroll policies and procedures. Identify and recommend system enhancements, as appropriate.

Calculate premiums, reconcile related accounts, keep records of transactions and act as a primary payroll resource for various employee benefits and payroll accounts (e.g., group life, wage insurance, deferred compensation plans, worker's compensation, retirement, etc.) and other benefits. Identify and recommend system enhancements, as appropriate.

Prepare various periodic payroll reports for internal and external utilization. Recommend and participate in payroll system and procedure development. Exercise considerable judgment in identifying, reporting and resolving payroll-related issues.

Provide close coordination with Human Resources staff on payroll, benefit and leave matters. Identify issues and seek resolution, as appropriate.

Perform payroll-related projects. Assist in the development of data for bargaining purposes as needed. Develop and provide employee payroll information as requested.

Respond to external request for payroll information, e.g., unemployment claims requests, and provide related coordination.

Develop and maintain diverse employee payroll records. Prepare special payroll checks as necessary.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Thorough knowledge of relevant payroll practices and associated City standards. Working knowledge of related bookkeeping and accounting practices, principles and procedures and the ability to independently apply them relative to payroll transactions. Working knowledge of general office practices. Ability to establish and maintain effective working relationships. Skill in the use of a calculator and/or adding machine. Ability to interpret and apply relevant policies, standards, ordinances and labor contract provisions. Ability to advise payroll clerks on relevant standards and procedures. Ability to exercise judgment and initiative in related problem resolution and to recommend pertinent payroll system enhancements. Ability to maintain adequate attendance.

Training and Experience:

Two years of directly related technical experience comparable to that gained as a Payroll Technician 1 with the City of Madison. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Department/Division	Comp. Group	Range
Comptroller	17	15

Approved:

Mary Ann Stalcup
Human Resources Director

Date