



**CITY OF WEST SACRAMENTO**  
invites applications for the position of:

## **Payroll Technician**

**SALARY:** \$27.40 - \$33.39 Hourly  
\$2,191.85 - \$2,670.92 Biweekly  
\$4,749.00 - \$5,787.00 Monthly  
\$56,988.00 - \$69,444.00 Annually

**DEPARTMENT:** CITY MANAGER'S OFFICE

**DIVISION:** CITY MANAGER/HUMAN RESOURCES

**OPENING DATE:** 09/11/20

**CLOSING DATE:** 09/30/20 11:59 PM

### **DESCRIPTION:**

**Preference statement: Preference will be given to candidates who have relevant experience performing responsible payroll support and administrative work in processing payroll and accounting transactions for a public agency.**

**An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain their qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire. Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications. Additional screening criteria will be developed based on the supplemental questionnaire. The top scoring candidates will then be referred to the HR Division for further consideration.**

**DEFINITION:** The Payroll Technician performs complex and difficult duties related to input and processing of the City's payroll and related taxes and reports; performs responsible paraprofessional accounting, administrative, and technical duties related to payroll functions; and performs routine financial analysis.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direct and general supervision from the Human Resources Manager and/or designee. No direct supervision of staff is exercised. The Payroll Technician may exercise indirect and/or functional supervision over subordinate staff.

**CLASS CHARACTERISTICS:** This is a single position journey level classification that assists the professional staff and is responsible for the more routine payroll work and special projects. Incumbents are also expected to independently accomplish duties that involve exercising sound decision making and proper judgment.

### **EXAMPLES OF ESSENTIAL DUTIES:**

**EXAMPLES OF ESSENTIAL FUNCTIONS: (Illustrative Only):** *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Processes payroll information, including final checks.
- Calculates retroactive adjustments and prepares related documentation.
- Maintains the human resources/payroll system including updating, proper coding and entering of information, employee contributions and deductions, integration of various payments from SDI, workers' compensation, etc.
- Exercises extreme sensitivity to the issues of confidentiality of employee/employer data and maintains absolute confidentiality of data.

- Verifies and updates payroll to reflect personnel changes.
- Posts payroll to the general ledger.
- Runs checks and transfers payroll for electronic deposits.
- Prepares a variety of payroll reports.
- Assists with disbursement of annual W-2 forms.
- Reviews, verifies and reconciles various health and welfare related reports and statements.
- Researches and resolves related general ledger problems.
- Prepares journal entries.
- Reviews and enters biweekly timesheets, manually or electronically.
- Verifies and reconciles leave accruals.
- Prepares biweekly and other associated retirement contribution reports.
- Verifies and initiates payroll deductions for benefits and related items.
- Monitors and processes various provisions of bargaining units contracts and memoranda of understanding.
- Processes and verifies garnishments.
- Audits payroll deductions and earning registers for accuracy.
- Researches payroll issues for staff and/or auditors and resolves as appropriate.
- Prepares and maintains spreadsheets for ledgers and statistical data.
- Performs related office work such as organizing and maintaining files, preparing correspondence, and specialized documents.
- Performs related duties and responsibilities as required.

### **TYPICAL QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education: High School diploma or equivalent plus college level course work in accounting and computer science.

Experience: Three (3) years of responsible experience in the preparation, processing, and maintenance of public sector payroll processing and reporting.

**LICENSES AND CERTIFICATES:** If job requires driving, possession of valid California driver's license is required.

### **SUPPLEMENTAL INFORMATION:**

**WORKING CONDITIONS:** Work in an office environment; sustained posture in a seated position for prolonged periods of time.

**PHYSICAL DEMANDS:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**ENVIRONMENTAL ELEMENTS:** Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofwestsacramento.org>

Position #2020-00045  
 PAYROLL TECHNICIAN  
 KM

1110 West Capitol Ave  
 3rd Floor  
 West Sacramento, CA 95691  
 (916) 617-4567

[hr@cityofwestsacramento.org](mailto:hr@cityofwestsacramento.org)

---

### Payroll Technician Supplemental Questionnaire

- \* 1. To be considered for the position, all candidates are required to complete and submit the required supplemental questionnaire with their application and resume. Failure to submit the completed supplemental questionnaire and application and resume will disqualify you from further consideration in the selection process used to fill these positions. The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "education" and "work experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing the supplemental questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. Do you understand these instructions?
- Yes    No
- \* 2. Do you have recent experience working in a public sector retirement system (CalPERS, STRS, etc)?
- Yes  
 No
- \* 3. Describe your experience with applicable state and federal law that is related to payroll processing and transactions. (If none, type N/A)
- \* 4. Do you have an intermediate skill level using Microsoft Word, Excel, and Outlook?
- Yes  
 No
- \* 5. Do you possess experience utilizing payroll software? If yes, please list name of software, number of years of experience utilizing the software, and tasks performed with software. (If no, type N/A)
- \* 6. Have you been part of a payroll software upgrade? If so, what steps did you take to make sure payroll was correct? (If no, type N/A)
- \* 7. Which of the following do you possess? (Check all that apply.)
- Associates degree in Accounting, Finance or related field or above  
 Experience applying Human Resource policies and multiple collective bargaining agreements to payroll processes  
 Any payroll related certifications  
 Experience with time entry systems that integrate with payroll systems  
 Basic understanding of tax laws  
 None of the above
- \* 8. Do you possess three (3) years of responsible experience in the preparation, processing, and maintenance of public sector payroll processing and reporting?
- Yes  
 No
- \* 9. I certify that all the statements made in this supplemental application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment process.
- Yes    No

\* Required Question