

Staff Report

TO: Board of Directors

FROM: Naomi Schmitt, Human Resources Manager
Jennifer Hanson, General Manager

DATE: June 22, 2022

SUBJECT: New Job Description – Payroll Technician

HUMAN RESOURCES

RECOMMENDATION:

Provide input on the attached job description for a Payroll Technician.

BACKGROUND:

Currently, the payroll function is a process completed by the Finance Assistant I/II position. The current job description for Finance Assistant I/II does not include the primary duties related to completing payroll. Additionally, the payroll function has broadened to include a wider range of responsibilities and technical duties as a result of various regulatory reporting requirements. As such, staff is recommending that a new payroll-specific job description be implemented to more clearly reflect the duties required of the position.

In order to develop the proposed job descriptions and associated salary schedule, staff reviewed job descriptions and salary schedules for like classifications from the following agencies: City of Grass Valley, City of Lincoln, City of Roseville, El Dorado Irrigation District, Modesto Irrigation District, Placer County Water Agency, Sonoma County Water Agency, and Turlock Irrigation District. The proposed job description is included as attachment A.

Attachment B includes the salary survey for the proposed position. At this time it is recommended that Step 5 of the salary schedule be placed at the average of the agencies surveyed. This will allow step 5 of the new Payroll Technician position to be \$74,270, which will still allow for a 10% separation from the next highest position of Accountant I.

The addition of this position will also give the District the ability to allow for internal growth.

In order to ensure that staff with access to confidential information is consistent, the Payroll Technician position will be designated in the Confidential Unit of the Unrepresented Employee Benefits and Compensation Plan.

If approved, this newly created position would be filled through an internal recruitment process.

BUDGETARY IMPACT:

None anticipated.

Attachments: (2)

- Attachment A: Payroll Technician Job Description
- Attachment B: Exhibit A of The Benefit & Compensation Plan Unrepresented Employees

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Payroll Technician	Reports To:	Assigned Supervisor
Salary Range:	<u>UOAXX</u>	Approved by Board of Directors:	xx/xx/xxxx
FLSA Status:	Non-exempt	Unit:	<u>Unrepresented - Confidential</u>
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

Under the direction of the Controller, perform the primary function of payroll in addition to performing some accounting functions, which include phases of the general ledger, project accounting, and accounts payable and receivable.

Distinguishing Characteristics

Incumbents in this job class perform responsible duties requiring the analysis and evaluation of payroll problems, applications of state and federal taxing laws and regulations, employee rights as specified in memoranda of understanding, and the application of complex payroll policies and procedures.

Supervision Received and Exercised

Receives direction from assigned supervisory personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform specialized and detailed work in the processing of payroll.
2. Utilize spreadsheets and computer database systems; enters, posts, verifies, handles and retrieves a wide variety of routine to complex payroll or general accounting data; and distributes required reports.
3. Provide accurate and timely information and assistance to employees.
4. Establish and maintain payroll records and process wage garnishments; review, audit and update records as necessary; handle a variety of confidential employee related information.
5. Perform difficult or complex accounting or financial support work in general accounting and payroll; review and reconcile varied reports, computer generated materials and related data; maintain varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required.
6. Maintain payroll system or assist with the identification of program changes, prepare source documents, and monitor the coding of information; generate ad hoc reports for payroll, budget and collective bargaining purposes.
7. Provide technical staff support when needed to process and review for accuracy and policy compliance.

8. Enter and retrieve data through an online computer system; prepare and review correspondence and other accounting reports.
9. Provide backup support for processing various reports related to leave status, Deferred Compensation, PERS, IRS Section 125 plans, life insurance, disability insurance, COBRA, Worker's Compensation etc.
10. Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical and operational reports, statement and records.
11. Research and respond to employee and District departments' questions regarding accounting procedures, status of accounts or payments, payroll, or other transaction matters.
12. Provide assistance to outside auditing firms.
13. Assist in the preparation of all monthly, quarterly and annual reports for appropriate State, Federal or other agencies as required.
14. Provide support in the area of accounts payable and other staff level support of Finance operations.
15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
16. Perform related duties as assigned.

Qualifications

Knowledge of:

- Practices, methods and terminology used in financial and statistical record keeping.
- Requirements of payroll systems, reporting, processing and administration.
- Basic and more complex math and its applications.
- Pertinent Federal, State and local laws, codes and regulations related to payroll.
- Principles and practices of research and statistical methods.
- Principles and practices of accounting, including financial record keeping and bookkeeping.
- Principle and practices of accounts payable and billing operations.
- Basic principles of Generally Accepted Accounting Principles (GAAP).
- Basic principles of Fund Accounting.
- Modern office equipment including use of applicable computer applications.
- District policies and procedures related to area of assignment.

Ability to:

- Perform a variety of difficult and responsible duties and tasks related to payroll and accounting practices, operations and processing in a governmental environment.
- Operate and use modern office equipment including a computer and applicable software.
- Apply and explain District policies and procedures.
- Make mathematical calculations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Apply complex policies, procedures and regulations.
- Maintain confidentiality of work performed and information received.

- Perform assigned duties and tasks using independent judgment, personal initiative and limited supervision.
- Research issues related to payroll and other areas of assigned responsibility.
- Work collaboratively with Human Resources and other departments as necessary.
- Follow oral and written instructions.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Recognize, prioritize and accomplish required tasks.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

An associate degree from an accredited college or equivalent work experience in accounting, business, bookkeeping or related field and 3 years of payroll preparation, administration and processing experience (a Bachelor's Degree or higher in a related field from an accredited college or university may substitute for one (1) year of experience).

Education:

Equivalent to completion of the twelfth grade supplemented by at least two college level courses in bookkeeping, business, accounting, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures;

understand, interpret and explain department policies and procedures; explain and problem solve issues for staff; and handle conflict.

DRAFT

Attachment B

ACCOUNTING, PURCHASING

Salary Survey Payroll Technician

	Average	Average % +/-	NID 2022 Step 5	City of Grass Valley (FY 20/21)	City of Lincoln	City of Roseville	El Dorado Irrigation District	Modesto Irrigation District	Placer County Water Agency	Sonoma County Water Agency	Turlock Irrigation District
Job Title			Sr. Finance Assistant	Finance Technician	Payroll Technician	Payroll Technician	Payroll Technician	Accounting Technician - Senior	Payroll/Data Technician	Payroll Clerk	Payroll Accountant
Payroll Technician	74,270.39	-7.91%	68,827.20	59,446.40	78,108.41	77,588.99	81,494.40	62,192.00	83,474.52	65,890.38	85,968.00

	Schedule / Range	Step 5	
Finance Assistant I	WOA41	56,388.80	
Finance Assistant II	WOA61	62,275.20	9%
Sr. Finance Assistant	UOA81	68,827.20	10%
Accountant I	UOB19	82,804.80	17%
Accountant II	UOB37	90,542.40	9%
Finance Analyst	UOB20	98,196.80	8%
Controller	UOC21	137,009.60	28%