



Human Resources

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DATE: September 6, 2022

TO: Civil Service Board

FROM: Chris Kohel
Human Resources Generalist

SUBJECT: Revised Job Classification of Payroll Practitioner

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PAYROLL PRACTITIONER.
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Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Payroll Practitioner was last revised in December 2010. The purpose of this position is to assist with all aspects of the City's payroll activities, ensuring employees are paid accurately and on time. The major/primary changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Payroll Practitioner.

Payroll Practitioner

SUMMARY/PURPOSE

To assist with all aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review employee timecards imported into the payroll system, checking for accuracy and appropriate approvals.
2. Process timecards; research and communicate with supervisors regarding questions/problems.
3. Review payroll documentation for accuracy through audit reports and make necessary adjustments, obtaining necessary approvals.
4. Collaborate with Human Resources on all payroll-related issues, including benefit deductions.
5. Review computed wages and correct errors to ensure accuracy of earnings.
6. Check timesheets utilizing electronic time and attendance software product(s) for compliance with policy, collective bargaining agreements, government, and regulatory requirements.
7. Respond to employment verification inquiries, employee inquiries, and requests regarding payroll matters.
8. Perform file maintenance of deductions and payment direction such as deferred compensation and direct deposit accounts.
9. Create and distribute payroll-related reports.
10. Assist with compliance assurance regarding operational policies and procedures.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in Accounting or a related professional field; OR a minimum of three (3) years of related education and/or full-time applicable experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. General knowledge of human resource policies and procedures relating to salary administration.
 - B. Working knowledge of state and federal laws and regulations relating to payroll processing and transactions.
 - C. General knowledge of basic accounting principles and practices.
 - D. General knowledge of job-related software applications including spreadsheet and word processing.

- E. General knowledge of the terms and conditions of the collective bargaining agreements.
 - F. General knowledge of city policies and procedures impacting payroll operations.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in performing complex calculations.
 - B. Skill in processing payroll.
 - C. Skill in generating payroll reports.
 - D. Skill in computer applications including HRIS, spreadsheet, and word processing.
 - E. Skill in customer service.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time.
 - H. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to perform basic research.
 - B. Ability to read, understand, and interpret policies, procedures, and other written materials.
 - C. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; ability to develop formulas to carry out payroll functions.
 - D. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
 - E. Ability to adapt to frequent change, delay, or unexpected events.
 - F. Ability to maintain confidential records.
 - G. Ability to provide a high level of customer service, responding promptly and meeting commitments.
 - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - I. Ability to communicate and interact effectively with employees and members of the public.
 - J. Ability to communicate effectively both orally and in writing.
 - K. Ability to understand and follow instructions.
 - L. Ability to problem-solve a variety of situations.
 - M. Ability to set priorities and complete assignments on time and to meet rigorous deadlines.
 - N. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: CK	Union: Basic	EEOC: Office/Clerical	CSB:	Class No: 3317
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

PAYROLL PRACTITIONER

Payroll Practitioner

SUMMARY/PURPOSE: _____

To assist with all City aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

FUNCTIONAL AREAS: _____ Under direction of the Payroll Administrator:

~~1. Perform a wide variety of payroll processing activities.~~

A. SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~*1. Review employee time cards~~timecards imported into the payroll system, checking for accuracy and appropriate approvals.
- ~~*2. B. Process time cards and out of class slips~~timecards; research and communicate with supervisors regarding questions/problems.
- ~~*3. C. Review payroll documentation for accuracy through audit reports and make necessary adjustments; obtain~~obtaining necessary approvals.
- ~~*4. D. Collaborate with Human Resources on all payroll-related issues, including benefit deductions.~~
- ~~*5. E. Review computed wages and correct errors to ensure accuracy of earnings.~~
- ~~*6. F. Check time sheets~~timesheets utilizing electronic time and attendance software product(s) for compliance with policy, collective bargaining agreements, government, and regulatory requirements.
- ~~* G. Maintain accurate payroll records and employee files.~~
- ~~* H. Respond to employment verification inquiries.~~
- ~~*7. I. Respond to~~employee inquiries, and requests regarding payroll matters.
- ~~*8. J. Perform file maintenance of deductions and payment direction such as deferred compensation and direct deposit accounts.~~
- ~~* K. Calculate and verify transactions.~~
- ~~*9. L. Create and distribute payroll-related reports.~~

~~2. Perform related duties.~~

- ~~* A. Provide input into the creation of payroll policies and procedures.~~
- ~~* B. Respond to requests for payroll related information from supervisors, managers, employees, etc.~~
- ~~*10. C. Assist with compliance assurance regarding operational policies and procedures.~~
- ~~* D. Perform related tasks as assigned.~~

11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. A two-year certificate/Associate's Degree in Accounting or a related professional field, plus; OR a minimum of three (3) years of comprehensive payroll-related education and/or full-time applicable experience; or five (5) years of direct payroll processing experience.

2. License Requirements

- ❖ A. No specific licenses required.

3. Knowledge Requirements

- ❖ A. General knowledge of human resource policies and procedures relating to salary administration.
❖ B. Working knowledge of state and federal laws and regulations relating to payroll processing and transactions.
❖ C. General knowledge of basic accounting principles and practices.
❖ D. General knowledge of job-related software applications including spreadsheet and word processing.
E. General knowledge of the terms and conditions of the collective bargaining agreements.
F. General knowledge of city policies and procedures impacting payroll operations.
G. Knowledge of problem-solving and conflict-resolution techniques.
H. Knowledge of applicable safety requirements.
I. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- ❖ A. Skill in performing complex calculations.
❖ B. Skill in processing payroll.
❖ C. Skill in generating payroll reports.
❖ D. Skill in computer applications including HRIS, spreadsheet, and word processing.
❖ E. Skill in customer service.
F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
G. Skill in managing one's own time.
H. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ❖ A. Ability to perform basic research.
❖ B. Ability to communicate effectively via email, phone and face to face with employees.
❖ C. Ability to read, understand, and interpret policies, procedures, and other written materials.
❖ D. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; and ability to develop formulas to carry out payroll functions.
❖ E. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
❖ F. Ability to prioritize and plan work activities, using time efficiently.

- ~~❖ E. G. Ability to adapt to frequent change, delay, or unexpected events.~~
- ~~❖ H. Ability to establish and maintain effective working relationships with supervisors, co-workers, other city departments and outside agencies.~~
- ~~❖ F. I. Ability to maintain confidential records.~~
- ~~❖ G. J. Ability to provide a high level of customer service, responding promptly and meeting commitments.~~
- ~~H. K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~I. Ability to communicate and interact effectively with employees and members of the public.~~
- ~~J. Ability to perform duties under communicate effectively both orally and in writing.~~
- ~~K. Ability to understand and follow instructions.~~
- ~~L. Ability to problem-solve a variety of situations.~~
- ~~❖ M. Ability to set priorities and complete assignments on time and to meet rigorous time constraints and to meet deadlines.~~
- ~~N. Ability to attend work as scheduled and/or required.~~

Physical Requirements/Demands

- ~~❖ A. Ability to sit for long periods of time working at a computer.~~
- ~~❖ B. Ability to occasionally lift and carry office items weighing up to 10 pounds.~~
- ~~❖ C. Fine dexterity to operate computer, calculator and other office equipment.~~
- ~~❖ D. Visual acuity to inspect documents for accuracy.~~
- ~~❖ E. Ability to hear and speak to exchange information.~~
- ~~❖ F. Ability to attend work on a regular basis.~~

- ~~* Essential functions of the position~~
- ~~❖ Job requirements necessary the first day of employment~~

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: JACK	Union: Basic	EEOC: Office/Clerical	CSB: 20101005_____	Class No: 3317
WC: 8810	Pay: 129_____	EEOF: Admin/Finance	CC: 20101206_____	Resolution: 10-0601R_____