



Exhibit 1

City Hall
53-990 Enterprise Way
Coachella, CA 92236
Telephone: (760) 398-3502

PAYROLL SPECIALIST

DEFINITION

Under general supervision, performs responsible para-professional technical work; prepares and processes the bi-weekly payroll and related taxes; assesses payroll deductions, benefits and related obligations; maintains time reports, payments, benefit accruals and payroll deductions; investigates and corrects errors regarding salary, deduction and leave banks; prepares confidential reports on salary and benefit costs and other data in support of negotiations and grievance resolution; and performs general accounting technical duties for City-wide payroll; performs other finance related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Payroll Specialist is an advanced journey level classification in which incumbents are expected to perform the most complex paraprofessional payroll assignments and technical financial assignments. Incumbents work independently, exercise a high level of discretion and independent judgment in performing the full range of payroll functions.

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.

- Coordinates the activities involved in processing City bi-weekly payrolls including payment and accounting of salary, payroll deductions, benefits, and related obligations including bank wire transfers; maintenance of time reports, salary payments, benefits, and payroll deductions; accounting and reporting of retirement system contributions in accordance with City policies and procedures and labor contract agreement provisions;
- Processes, calculates, and maintains records of a variety of payroll actions, including wage garnishment, benefits withholding, overtime hours and worker's compensation claims, maintains employee records for voluntary and non-voluntary deductions; prepares reports and payment for various tax, financial and insurance organizations.
- Applies provision of collective bargaining contracts and personnel rules as they apply to payroll and leave usage.
- Applies applicable tax laws with regard to the employee benefits and earnings.
- Assists department and employees by providing payroll information.
- Researches and remains current on Federal and State payroll tax law changes, pension, benefits and other applicable regulations affecting payroll.

- Receives and verifies timesheets; checks for available sick leave and vacation days and other types of available leave days and inputs into payroll system, advises supervisors and employees on requirements for time reporting.
- Processes personnel actions making appropriate adjustments/changes in the payroll system.
- Prepares reports and payments for employee retirement benefits; prepare quarterly Federal and State tax reports.
- Reconciles quarterly tax reports to the general ledger; reconciles payroll liability accounts, resolves discrepancies.
- Prepares insurance premium statement for payments; updates insurance changes for City employees.
- Maintains a variety of files and records related to the City's payroll system; reconciles transactions and data as directed; records change and resolves differences, maintains accuracy of payroll records.
- Posts data to various ledgers, registers, journals and logs according to established accounting techniques and procedures.
- Ensures employees are correctly set up in the payroll system
- Performs narrowly defined accounting related tasks as assigned for Finance Department activities such as cash receipts or customer billing.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, State and City laws, regulations and guidelines applicable to timekeeping, payroll preparation and pay reporting.
- Methods, practices, documents and terminology used in processing payroll transactions and in payroll recordkeeping.
- The City's payroll system and associated practices and procedures for processing payroll information and interpreting input and output data.
- Payroll and deductions policies, practices and procedures, including garnishment and employment verification.
- Records management and file maintenance procedures.
- Standard office practices and procedures.
- Principles and practices of quality customer service and sound business communication.
- The City's Human Resources policies and labor contract provisions.
- Computerized finance systems and computer software and systems related to accounting and payroll processes.
- City municipal code and ordinances, including memorandums of understanding.
- Principles and practices of auditing payroll and other accounting and finance documents.

Ability to:

- Plan, schedule and coordinate the operation of a complex payroll system.
- Organize work to meet critical deadlines.
- Interpret and apply laws, rules and regulations relations related to payroll operations.
- Revise, record and verify payroll information with speed and accuracy.
- Understand and apply California Public Employees Retirement System (PERS) rules and regulations related to City and member retirement contributions.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Work with frequent interruptions and under the pressure of recurring deadlines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying toward the requirements below:

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business, public administration, or a closely related field and 4 years of responsible professional public accounting experience with at least two years specifically related to payroll.

Or:

Completion of an associated degree in accounting and 4 years' experience in direct preparation and maintenance of payroll, in an equivalent or larger size organization.

The degree requirements can be offset in limited circumstances where the incumbent possesses a current Certified Payroll Professional (CPP) designation or can demonstrate 6 years of direct payroll function related experience in an equivalent position at an equivalent size or larger organization.

Licenses and Certifications:

Possession of a valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas will be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 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 departmental policies and procedures.