

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Assistant Payroll Administrator	<b>Job Code:</b> 1317
<b>Date:</b> August 24, 2022	<b>EEO Code:</b> PP
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is skilled work assisting the Payroll Administrator in processing an accurate and timely payroll for all City employees.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Payroll Administrator and performs all assigned duties under general supervision.

**ESSENTIAL DUTIES:** Assist Payroll Administrator with the following regular duties: monitor daily payroll operations including detecting and correcting problems; verify employee work hours; calculate, validate, confirm, and process payroll information including earnings, deductions, taxes, garnishments, and adjustments; process workflows including hires, terminations, personnel actions, payroll adjustments, and employee one-time payments; run and monitor a variety of reports to ensure payroll accuracy; prepare weekly audit for auditor review and coordinate with auditor for final settlement and payroll deposit; manage timekeeping and absence system; train and advise supervisors and department timekeepers on payroll, time, and attendance systems and application of City policies and federal laws on employee hours; coordinate payroll reporting, including annual transparency, unemployment quarterly filings, Department of Labor annual and monthly reporting, biweekly tax deposits, 941 quarterly filings, W-2s, and other year-end reports; complete employee verifications for lenders, state agencies, and Utah Retirement System; investigate employee direct deposit ACH returns and prepare replacement checks as needed; review regulatory updates and other information impacting payroll system; implement required changes to system; serve as liaison to financial institutions, City departments, auditors, and employees regarding payroll-related issues; monitor absence requests and coordinate with Benefits Administrator for benefit continuation or suspension during unpaid leaves of absence, military leave, FMLA, administrative leave, or other actions; respond to employee payroll-related complaints; communicate payroll changes; process, print, and mail W-2 forms; prepare and distribute checks to voluntary organizations; answer employee questions about payroll services; attend various meetings; as needed, make presentations to employees and other groups; write reports and prepare documentation; maintain various records related to payroll system; monitor and maintain educational assistance program; act as backup to Payroll Administrator in all job duties.

May support other functions and programs in Human Resources; assist other employees as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and 3 years of responsible job-related payroll experience **OR** an equivalent combination of job-related education and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].


**License(s)/Certificate(s):** A valid, lawful Driver License may be required. Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification preferred.

**SELECTION FACTORS:** *Working knowledge of:* payroll law, Fair Labor Standards Act (FLSA), Utah wage-hour laws, Utah Retirement System, deferral programs, and taxes. *Knowledge of:* related laws, codes, policies, rules, and regulations governing the functions of the position; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* using Human Capital Management Systems (HCMS) and MS Word, Excel, Outlook, and PowerPoint; providing customer service; prioritizing work schedule; gathering and interpreting data and converting it to relevant, usable information; thoroughly completing tasks according to instructions; practicing trust-building behaviors. *Ability to:* keep employee information and records confidential; perform basic payroll functions; track absences; organize assigned work and develop effective working methods; work with only general supervision; perform general and basic research and make sound recommendations; prepare clear, concise, accurate, and informative reports; work effectively on individual or team projects; develop and maintain effective working relationships; quickly and accurately perform work; communicate effectively both verbally and in writing.

**TOOLS AND EQUIPMENT USED:** Calculator, computer, telephone, document/presentation /spreadsheet software, payroll/HCMS software, 10-key, motor vehicle, basic office equipment.

**PHYSICAL DEMANDS:** Requires sitting at a computer or desk for long time periods.

**ENVIRONMENTAL FACTORS:** Work is inside with little or no occupational hazards except for exposure to potentially stressful circumstances, including, the meeting of strict deadlines, contact with individuals in potentially difficult situations, and other stressful conditions related to the workplace.

  
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Department Director

8-23-2022  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

8-24-2022  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.