

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Payroll Administrator	Job Code: 1318
Date: August 24, 2022	EEO Code: AS
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is administrative support work with responsibility to process City-wide payroll, verify timekeeping records, and maintain absence records.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Human Resources Director and performs assigned tasks under general supervision. This work is distinguished by its specialization in payroll functions and its supervision of an Assistant Payroll Administrator.

ESSENTIAL DUTIES: Administer, process, and complete biweekly payroll; 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.

Supervise, train, and coordinate work of assigned employee; ensure work is completed accurately and efficiently; identify, evaluate, and resolve employee concerns; conduct performance evaluations and enact rewards and discipline if needed; maintain and review all reports, work records, work specifications, and documentation; perform other related duties as required.

MINIMUM REQUIREMENTS: Associate degree in Payroll, Bookkeeping, Accounting or closely related field and 3 years of comparable, payroll-related 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 is required. American Payroll Association Certified Payroll Professional (CPP) certification preferred.

SELECTION FACTORS: *Knowledge of:* related federal, state, and local laws, codes, policies, rules, and regulations governing payroll administration including FLSA, IRS Code, USERRA, and FMLA; recordkeeping and posting; operations, procedures, and goals of the department; current and varied payroll issues; timekeeping; absence tracking; troubleshooting payroll issues; basic English composition, spelling, and grammar. *Skill in:* using Human Capital Management Systems (HCMS) and MS Word, Excel, Outlook, and PowerPoint; interpersonal relations; working and communicating with varied employees; complying with legal requirements; providing customer service; following-up on employee concerns and complaints; designing and implementing basic procedures; prioritizing work schedule; practicing trust-building behaviors. *Ability to:* keep employee information and records confidential; interpret and explain payroll information in understandable terms; evaluate trends in payroll administration; prepare clear, concise, and informative reports and records within mandated time periods or dates; prepare and conduct presentations; identify basic elements of a problem and develop logical solutions and alternatives; organize assigned work and develop effective working methods; develop and maintain effective working relationships with the public, coworkers, employees, and other departments; quickly and accurately perform work; communicate effectively both verbally and in writing; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards coworkers, customers, and the general public.

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

PHYSICAL DEMANDS: Requires sitting at a computer for long 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.



 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.