



Job Title	Payroll and Pension Tech I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	11091

Class Specification – Payroll and Pension Tech I

Summary Statement:	
The purpose of this position is to provide a variety of professional analytical, technical, finance, accounting, and administrative duties in regards to time and labor, payroll, and pension services by analyzing, studying, and researching projects as requested.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Process and verifying the accuracy of timesheets and reports related to time and labor by checking the accuracy of hours reported; code by employee against their work schedules, verify managers approvals or rejection of hours; verify unpaid leave, funeral, and jury leave is processed by Human Resources is in accordance with policies. Verify the eligibility of employees for vacation donations, sick leave advances, short term disability, long term disability, and worker’s compensation adjustments. Maintains accuracy in entry.
25%	Process and verify accuracy of bi-weekly payroll, reconciliation of wire transfers, and check requests for payment of benefits, salary or wage adjustments, pay-line adjustments, ACH returns or reversals, collection and reimbursement garnishments, tax liens, and child support. Processes W-2’s for yearend reporting, processes garnishments or reductions in pay. Process terminations, education reimbursements, retroactive pay increases, military differentials, awards processing and vacation sell backs. Withholds the proper taxes and deductions.
25%	Process and audit new applications, PAF forms, rate changes, data changes for its effects in regards to time and labor, payroll and pension plans. Processes incoming employment verifications, and all allowances/reimbursements affecting bi weekly payroll. Maintains changes for payroll procedure manual. Supports employees and department staff in answering questions or audits.
15%	Meets with employees that will be retiring to go over retirement paperwork and final check calculations, processes, and verifies the accuracy of employee’s final check. Processes all related applications and send to proper association. Reconciles pension plan bi-weekly for accuracy and completes wire transfers. Reviews death index for all active retirees every quarter.



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10%	Maintains compliance with federal, state, and local laws as well as city policies and procedures. Participate in studies and analysis. Maintains all pertinent manuals.
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Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Equivalent to completion of the twelfth grade (high school diploma or GED).
Experience: One year of full time accounting or payroll experience or three years of responsible secretarial, clerical, or related support experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Certifications required in accordance with standards established by departmental policy.	Upon hire

Supervision Exercised: Position has no responsibility for the direction or supervision of others.
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Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized payroll software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2015