



Code: 0114

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: ASSISTANT PAYROLL ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, assigns, supervises, and reviews the work of staff engaged in the preparation and processing of payrolls for a City department, and performs related duties as required

ESSENTIAL DUTIES

- Supervises and monitors the work of subordinate staff engaged in the preparation, processing, and distribution of departmental payrolls
- Reviews submitted payroll registers for accuracy, reconciles errors, and makes adjustments
- Reviews and approves third party payroll deductions from employee paychecks (e.g., taxes, pension contributions, union dues, charitable contributions, optional insurance coverage)
- Interprets labor contracts, federal regulations, and municipal ordinances to respond to inquiries regarding salary administration
- Oversees special check handling for processing stop payment orders (e.g., lost, stolen, forged, mutilated checks) and submits requests to the Comptroller's Office, Office of Budget and Management, and the Department of Human Resources to facilitate the processing of payrolls
- Provides payroll information to departmental management for the preparation of budgets, monitoring of payroll expenses, and collective bargaining agreement negotiations
- Responds to employee inquiries regarding lost or stolen paychecks

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of progressively responsible timekeeping and payroll administration experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- *timekeeping, payroll, and salary methods, practices, and procedures

Some knowledge of:

- *applicable mathematical principles and applications
- *supervisory methods, practices, and procedures
- applicable computer software packages and applications (e.g., Oracle)
- *customer service techniques

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

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- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
 - COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: vDecember, 2012