

Code: 9012
Public Safety Service
Police Service Group
Police Administrative Series

CLASS TITLE: Manager of Police Payrolls

CHARACTERISTICS OF THE CLASS: Under general direction, manages and directs the preparation and processing of payrolls and related personnel documents for the Chicago Police Department; and performs related duties as required.

ESSENTIAL DUTIES: Plans, coordinates and directs the work of staff engaged in the preparation and processing of departmental payrolls, attendance and overtime reports and various personnel action documents; develops internal controls to ensure the security of payroll operations; reviews and authorizes submitted payroll documentation for accuracy and completeness; analyzes current systems and modifies data processing procedures to improve the effectiveness of payroll and timekeeping operations; provides training to field personnel in new or revised timekeeping procedures; advises departmental managers and staff on policies and testifies in matters related to payroll and salary administration including interpretation of Fair Labor Standards Act regulations and collective bargaining agreements as they relate to wage and fringe benefits issues.

RELATED DUTIES: Participates in City-wide task force meetings to evaluate current payroll methods and recommend procedures to facilitate related processes.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible timekeeping and payroll administration experience including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the principles and practices of timekeeping and payroll administration. Considerable knowledge of wage and benefit provisions in relevant labor contracts. Considerable knowledge of City ordinances and federal regulations pertaining to salary administration.

Ability to analyze and interpret federal regulations, labor contract agreements and the City's pay plans. Ability to develop internal controls to improve the payroll process.

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CLASS TITLE: **Manager of Police Payrolls (Cont'd)**

Considerable skill in the application of the principles and methods of payroll administration. Considerable skill in directing and monitoring the preparation and processing of numerous payrolls. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 1995