

Code: 9019
Public Safety Service
Police Service Group
Police Administrative Series

CLASS TITLE: Assistant Manager of Police Payrolls

CHARACTERISTICS OF THE CLASS: Under direction, assists in managing the preparation and processing of payrolls and related documents for the Chicago Police Department; and performs related duties as required.

ESSENTIAL DUTIES: Supervises and reviews the work of staff engaged in the preparation, processing and maintenance of payrolls and related personnel documents; reviews submitted payroll registers for accuracy, reconciles errors and makes appropriate adjustments; provides input into the development and modification of internal controls to improve the effectiveness of the payroll process; trains staff in new or revised timekeeping and payroll procedures; interprets the City's salary ordinance, relevant collective bargaining agreement provisions and the Fair Labor Standards Act as required.

RELATED DUTIES: Provides payroll data to departmental managers for use in the preparation of budgets and the monitoring of payroll expenses.

MINIMUM QUALIFICATIONS:

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

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

Ability to train personnel in new or modified timekeeping procedures. Ability to interpret federal guidelines, labor contract agreements and City ordinances.

Good skill in preparing, processing and reviewing numerous payrolls. Good skill in reconciling payroll registers and making necessary adjustments. Good oral and written communication skills.

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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