



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: ASSISTANT PAYROLL MANAGER**

**BARGAINING UNIT:** [CIV MANAGEMENT](#) **CODE NUMBER:** 0430

**PAY RANGE CODE:** [18.1 MC](#) **REVISION DATE:** 10/27/16

## **NATURE OF WORK:**

This is supervisory and technical work in preparing and verifying the City payrolls. Work involves supervising and participating in the duties of the Payroll Division of the City Finance Department, including maintenance of the payroll and time and attendance systems, the payment of wages to employees and pension to retirees, and the creation and maintenance of records and reports pertaining to payroll, workers' compensation benefits, and other fiscal matters. An employee in this classification exercises independent judgment in the performance of the assigned duties and receives general guidance from a superior.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Assists with the management and administration of the automated payroll and time and attendance system used to process the City's payrolls, including system upgrades and patches, data conversion, and testing and data verification.

Serves in a secondary supervisory role to the Payroll Manager in the operations of the Payroll Division of the Finance Department by participating in interviewing, selecting, training, scheduling, assigning, and evaluating subordinate personnel.

Prepares and verifies the timely and accurate payment of City and Douglas-Omaha Technology Commission (DOT.Comm) employee wages and retiree pensions, processing other payroll related documents, and making of deposits for federal and state income tax, Social Security and Medicare taxes, pension, State Unemployment Insurance (SUI), and other deductions.

Prepares and submits tax reports, including federal and state form 941, employee W-2 forms, employer W-3 forms, SUI, and Nebraska Workforce Development reports.

Prepares other required documentation for investigations including Social Security Administration, Internal Revenue Service, Nebraska Department of Revenue, or other hearings related to employee compensation.

Prepares information to be used as exhibits in court hearings involving payroll and other fiscal issues.

Reviews memoranda concerning employees' workers' compensation payments, calculates back payments, and determines whether adjustments to the amounts are in order.

Processes court garnishments, federal and state levies, and other payroll deductions, notifies employees of these deductions, and forwards monies deducted to the proper recipients.

Assists with the compilation of data for use by contracted actuaries who determine the soundness of the City's pension systems.

Assists with the preparation of annual pension statements for all employees.

Compiles year-end statistics for annual pension reporting.

Participates in the maintenance and administration of departmental specific applications pertaining to financial, human resources, payroll, and time and attendance issues.

Participates in the implementation of database systems to meet specific needs of the users and trains the users in the operation of the systems.

Implements and maintains the security for specific HR/Payroll and Time and Attendance automated computer systems.

Performs work process analyses of department and related personnel to increase productivity and to avoid duplication of efforts.

Assists with the calculation of Career Overtime Average (COTA) figures for all police and fire employees' pension calculation purposes.

Remains current of pertinent technologies through research, periodicals, vendors, and association with members of user groups.

Assists with the coordination and installation of computer hardware, cabling, and other peripheral equipment and software as it relates to HR/Payroll and Time and Attendance systems.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of modern office procedures, systems, and equipment as they relate to the processing of an automated payroll.

Knowledge of computerized record keeping and human resources and payroll systems and the ability to use such systems.

Knowledge of the contents of the Fair Labor Standards Act and its application to municipal employees (i.e., civilian, police, and fire).

Knowledge of the principles and applications of office management, including the uses of computerized office equipment, modern office procedures, and clerical techniques.

Knowledge of departmental specific processes and procedures related to the areas of finance, human resources, payroll, and time and attendance.

Knowledge of microcomputer operating systems, especially application programs.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to research short and long term needs of the division and to plan for meeting those needs.

Ability to plan, schedule, oversee, and evaluate the work of subordinates.

Ability to conduct research to remain current of changing technologies.

Ability to develop, explain, and install new procedures and to alter them as needs change.

Ability to interpret and use coding techniques required in an automated payroll system.

Ability to read, interpret, and apply tax deduction schedules and other fiscal documents.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to stand, walk, sit, or type up to 50% of the time and to reach, balance, bend, stoop, squat, or lift up to 25% of the time.

Ability use up to ten (10) pounds of force occasionally and lesser amounts frequently to move objects.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Accounting, Computer Science, Public Administration or Business Administration or a related field

Master's Degree in Computer Science, Public Administration or Business Administration preferred.

AND

Three (3) years of experience in the maintenance and administration of a business application software package (payroll and financial) and associated hardware, including experience in automated time, attendance, and payroll work.

OR

An equivalent combination of education and experience.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noise.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer and Attached Hardware  
HR/Payroll/Time & Attendance/ Software Programs  
General Office Software Programs  
Enterprise resource planning (ERP) Software  
Printer  
Copier

Folder/Sealer  
Biometric Readers  
Facsimile Machine  
Telephone  
Calculator

Previous Revision Date(s): 3/12/15