



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PAYROLL MANAGER

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4044

PAY RANGE CODE: 28 AEC

REVISION DATE: 10/27/16

NATURE OF WORK:

This is advanced managerial and technical work in preparing and verifying the City payrolls. Work involves managing 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. It also involves coordinating with the Douglas-Omaha Technology Commission (DOT.Comm) to research, select, purchase, install, and maintain new electronic data processing hardware and software. An employee in this classification exercises considerable independent judgment in the performance of the assigned duties.

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.)*

Manages and administers an 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.

Manages and supervises the operations of the Payroll Division of the Finance Department, including interviewing, selecting, training, scheduling, assigning, and evaluating subordinate personnel.

Manages and participates in the preparation and verification of timely and accurate payment of City and DOT.Comm employee wages and retiree pensions, processing other payroll related documents, and making deposits for federal and state income tax, Social Security and Medicare taxes, pension, State Unemployment Insurance (SUI), and other deductions.

Instructs subordinate personnel of contract language changes, tax computations, departmental policies, and pension statements.

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.

Responds to requests from directors and managers for information to assist them in preparing annual budgets.

Prepares information to be used as exhibits in court hearings and testifies at 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.

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

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

Prepares annual pension statements for all employees.

Compiles year-end statistics for annual pension reporting.

Conducts special projects such as designing and compiling databases, including complex queries and reports.

Coordinates with members of DOT.Comm in the research and acquisition of new systems and current system enhancements related to time and attendance, payroll, and financial systems.

Determines the feasibility of computerizing manual systems or updating older systems, reviews and recommends system hardware, software, connectivity, and other factors to accommodate the proposed plans, and ensures compliance with methodologies and procedures established by representatives of DOT.Comm and the Finance Department.

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

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

Establishes, implements, and maintains the security for specific HR/Payroll and Time and Attendance automated computer systems.

Monitors and manages the progress of payroll division projects and compiles reports relating to project costs, time frames, resource utilization, and other pertinent factors.

Coordinates the implementation of new systems and enhancements of current systems with employees in other City departments, DOT.Comm, project committees, and other personnel.

Supervises and participates in report generation for departmental personnel as requested.

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

Compiles and documents the department technology, including software, hardware, and license agreements, and monitors associated expenditures.

Calculates and maintains 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.

Coordinates the installation of computer hardware, cabling, and other peripheral equipment and software as it related to HR/Payroll and Time and Attendance systems.

Assists the Finance Director with budget preparations.

Provides cost factors and other financial information to the Labor Relations Director to be used in labor contract negotiations.

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 practices and procedures involved in municipal accounting and budgeting.

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 fellow employees and members of the general public.

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

Ability to prepare and implement projects using standard project planning methodologies.

Ability to communicate and coordinate with project committee leaders and members, representatives of DOT.Comm, departmental employees, and others.

Ability to plan, schedule, oversee, and evaluate the work of a number 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 research and recommend changes in filing and record keeping systems.

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 oral or written 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, or Business Administration or a related field

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

AND

Five (5) 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, and including two (2) years of supervisory responsibilities

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 primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

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): 6/24/93
5/19/98
3/27/07
3/12/15