

City of Fort Worth, Texas Job Description

Classification Title	Payroll Supervisor		
Job Code:	PR1991	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/14/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, coordinates, reviews and participates in the work of employees responsible for complex payroll related functions and work activities in support of the Centralized Police Payroll Team. Ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; and provides staff assistance to management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
3. Coordinates and supervises validation process. Creates validation assignment charts, the time touched report and master assignment chart; and logs and distributes hard copy timesheets, as needed.
4. Prepares analytical and statistical reports on payroll activities. Coordinates end of pay period reports and processes.
5. Oversees correction folder process; coordinates submission of correction folders; and updates Correction Master Spreadsheet.
6. Assists in the preparation and administration of the Police payroll team budget; submits budget recommendations; and monitors expenditures.
7. Establishes work schedules and oversees payroll work processes; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
8. Reviews, approves and authorizes payroll corrections.

9. Provides assistance to internal and external customers; ensures awareness of resources; works with City payroll on special payments; and provides information to other units, as requested.
10. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the payroll process, service delivery methods and procedures; and works with employees on the continuous improvement of services.
11. Provides assistance to management staff; and prepares and presents staff reports and other correspondence as required.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles of supervision, training and performance evaluation.
 - Operations, services and activities of automated accounting and payroll systems and software programs.
 - General personnel and payroll policies and procedures.
 - Basic mathematical principles.
 - Principles of municipal budget preparation and control.
 - Pertinent Federal, State and local laws, codes and regulations.
 - City's PeopleSoft Payroll System.
 - City policies and procedures, departmental general orders and meet & confer contract.
- **Skill in:**
 - Organization and time management.
 - Prioritization.
 - Interpersonal relations.
 - Customer service.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Research and resolve complex payroll issues.
 - Work with internal and external customers.
 - Perform basic mathematical calculations.
 - Prepare clear and concise reports.
 - Operate computerized equipment including various software programs.
 - Interpret and explain City policies and procedures.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college or university with major course work in business, finance, accounting or a related field and two years of experience in payroll operations, including one year of administrative or lead supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.