

City of Fort Worth, Texas

Job Description

Classification Title	Payroll Specialist Coordinator		
Job Code:	PR5961	Job Family:	Professional
Pay Grade	611	Date Reviewed:	04/04/2019
FLSA Status	Exempt	Date Revised:	07/02/2024

GENERAL SUMMARY

Supervises, coordinates, oversees, assigns, reviews and participates in the work of employees responsible for complex payroll related functions and work activities in support of the Centralized Police or Fire Payroll Section. 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 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; depending on assignment.
2. Oversee the department bi-weekly and off-cycle payroll process by validating and resolving complex payroll submissions, and addressing discrepancies in accordance with the Civil Service Labor Agreements, General Orders, Personnel Rules & Regulations and applicable state and federal laws.
3. Manages employee promotions, demotions, and complex transfers, while maintaining accurate personnel rosters to ensure optimal staffing and resource allocation. Oversees the calculation and administration of retroactive pay for promotions and owed back pay, ensuring compliance and accuracy.
4. Conducts in-depth audits of time entries, resolving high-level exceptions, and providing targeted training to address specific needs.
5. Prepares analytical and statistical reports on payroll activities. Coordinates end of pay period reports and processes.
6. Participates in payroll system upgrades by providing payroll configuration recommendations, and validating system testing to ensure robust and reliable payroll operations.
7. Oversees the troubleshooting of payroll systems, maintaining accurate logs, balancing payroll reports, investigating variances, and resolving discrepancies through collaboration and detailed documentation.

8. Participates in the preparation and administration of the department budget; forecasts fund needs for specific programs or projects; and monitors and approves expenditures.
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 a variety of analytical and research support on various payroll projects; prepares and presents reports detailing findings and recommendations.
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 and 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 four (4) years of experience in payroll operations.

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.