



**Code: 0122**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: PAYROLL ADMINISTRATOR-EXCLUDED**

### **CHARACTERISTICS OF THE CLASS**

Under direction, and oversees the preparation and processing of payrolls and related personnel documents in a large City department, and performs related duties as required. Positions assigned to this classification are excluded from bargaining union representation based on supervisory authority requirements within the labor relations act.

### **ESSENTIAL DUTIES**

- Directs staff engaged in the preparation and processing of departmental payrolls, employee paychecks, and attendance and overtime reports
- Ensures the accurate update and maintenance of payroll records and related documents
- Reviews, approves, and authorizes payroll documents
- Apprises departmental managers of pertinent matters related to payroll and salary administration
- Advises departmental managers and subordinate staff on procedures and issues related to payrolls, timekeeping procedures, and wage and salary requirements
- Directs the timely distribution of employee paychecks
- Acts as a liaison between the department and other City departments to ensure the accurate and prompt processing of departmental payrolls and related reports
- Assists in the design of data processing procedures to incorporate contractual changes in payroll documents
- Directs the collection of data for special payroll-related projects (e.g., charity and bond deductions, optional insurance deductions, scholarship contributions, union dues deductions)

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Five years of timekeeping and payroll administration experience of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- \*timekeeping, payroll, and salary methods, practices, and procedures

Moderate knowledge of:

- \*applicable mathematical principles and applications
- \*management and supervisory methods, practices, and procedures
- applicable computer software packages and applications (e.g., Oracle)
- \*customer service techniques

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Assistant Payroll Administrator class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*TIME MANAGEMENT - Manage one's own time and the time of others
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Assistant Payroll Administrator class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other abilities as required for successful performance in the Assistant Payroll Administrator class

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Assistant Payroll Administrator class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

Date: vDecember, 2012

February, 2021