

CLASS TITLE: Supervising Timekeeper

CHARACTERISTICS OF THE CLASS: Under general supervision, assigns, monitors and reviews timekeeping and payroll procedures and practices of a large City department; and performs related duties as required.

EXAMPLES OF DUTIES: Monitors the work of departmental timekeepers to verify the presence of employees at worksites; prepares time verification reports showing employee's name, job title, time checked in or out, and/or reason for absence; submits daily report to supervisor; assigns and directs the work of subordinate timekeeping personnel; trains and instructs timekeepers in proper payroll and timekeeping methods and procedures; performs routine mathematical calculations to establish total time worked for each pay period per employee; prepares payroll sheets and signs and forwards them for computation of net earnings; examines and reviews returned payroll sheets to ensure accuracy; resolves complaints pertaining to timekeeping methods or procedures.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible timekeeping and payroll preparation experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of modern timekeeping and payroll preparation methods. Considerable knowledge of timekeeping and payroll regulations. Considerable knowledge of modern office practices and procedures.

Ability to plan, organize, supervise, and review the work of subordinate staff. Ability to train staff in proper payroll and timekeeping methods and procedures. Ability to perform routine mathematical computations. Ability to communicate effectively orally and in writing.

Considerable skill in the application of modern payroll and timekeeping procedures.