

Title Code: 0178
Administrative Service
Clerical, Accounting and General Office Group
Accounting and Auditing Series

CLASS TITLE: Supervisor of Payrolls

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises employees engaged in performing the payroll and timekeeping activities for a department or large bureau; and performs related duties as required.

ESSENTIAL DUTIES: Coordinates and monitors the work of staff engaged in maintaining manual and computerized timekeeping records and in preparing and processing payrolls; trains timekeeping staff; maintains and edits timekeeping records to record and track employees' time and attendance; applies established timekeeping rules governing the compensation of employees for hours worked based on union contracts, departmental rules and the salary ordinance; records timekeeping data on payroll records and verifies accuracy of regular and overtime hours worked, compensatory time earned and time off; prepares and processes regular and supplemental payrolls ensuring accurate deductions are made; provides information and responds to employee inquiries regarding salary, deductions, overtime pay, vacation balance and related inquiries; prepares overtime and compensatory time reports and provides payroll cost information for use by managers; completes various payroll listings including monthly overtime and holiday pay reports, and summaries of overtime hours; supervises the maintenance of personnel employment records containing employees' continuous service dates, compensation history, and fringe benefits.

MINIMUM QUALIFICATIONS:

Training and experience. Three years of timekeeping and payroll preparation experience including one year of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Ability and Skill. Considerable knowledge of the principles and practices of payroll administration. Considerable knowledge of timekeeping and personnel recordkeeping procedures. Considerable knowledge of payroll and salary administration theory.

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CLASS TITLE: **Supervisor of Payrolls** (Cont'd)

Ability to oversee and coordinate the work of clerical and paraprofessional staff. Ability to apply the principles of payroll administration. Ability to maintain personnel employment records. Ability to prepare timekeeping and payroll reports.

Good skill in preparing large payrolls. Good skill in reconciling payroll errors. Good business math skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 2008
Department of Human Resources
City of Chicago