



## Police Payroll Specialist II

Department: POLICE

Grade: 15

### CHARACTERISTICS OF THE CLASS

Under the general supervision of the Finance Coordinator, performs various administrative and support tasks in the police department including but not limited to providing training and guidance to other Police Payroll Specialists, maintaining payroll and timekeeping records, working with computer programs such as On Duty Scheduling Software, and related information technology programs. Responsible for training new Payroll Specialists, conducting periodic audits of police scheduling records, maintaining the timekeeping and payroll records of all Police employees, ensuring they are updated daily or as required by City's Payroll Department in compliance with city and department standards. Performs all and any functions, projects, tasks, etc. as directed by the Chief of Police and/or his designee.

### EXAMPLES OF ESSENTIAL FUNCTIONS

1. Provides training and guidance to Police Payroll Specialist I.
2. Plans and coordinates periodic audits of police payroll and timekeeping records including supplemental benefits.
3. Maintains timekeeping and payroll records of all police department employees.
4. Operates computer systems related to assigned administrative duties: On Duty Scheduling Software, Tyler Munis, Microsoft Office.
5. Prepares reports relating to payroll such as but not limited to periodic audits, overtime, court time and annual time.
6. Checks attendance records for accuracy and conformity to city and departmental policies and standards.
7. Performs various support tasks which includes responding to telephone or email inquiries related to employee payroll records.
8. Performs any administrative tasks relating to payroll and employee scheduling.

### **NOTE:**

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **REQUIREMENTS**

1. High school diploma or GED, plus at least 5 years of experience working in payroll and scheduling of a law enforcement agency.
2. Proficient with standard office suites and prior experience with proprietary software.
3. Ability to communicate effectively, orally, and in writing.
4. Knowledge of departmental and municipal rules, regulations, policies, and procedures.
5. Ability to make decisions and interpretations in accordance with established rules, policies, and procedures.
6. Ability to maintain complex records and prepare reports.

## **KNOWLEDGE, ABILITIES AND SKILLS**

1. Knowledge of general offices practices, procedures, and equipment.
2. Ability to communicate effectively, orally and in writing.
3. Ability to follow oral and written instructions.
4. Ability to critically analyze information and problem solve.
5. Ability to think clearly and logically.
6. Skill with modern office equipment.
7. Ability to write thorough, accurate reports.

**PHYSICAL REQUIREMENTS: 1**

**ENVIRONMENTAL REQUIREMENTS: 1**

**SENSORY REQUIREMENTS: 8, 9**