

## Application and Selection Process

To apply for this position, applicants must submit a completed City of Healdsburg application, cover letter and resume to the Personnel Office by the filing deadline. The application may be obtained at the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, California, 95448. **Deadline to apply is Friday, October 28, 2016, 5:00 PM.**

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. Those applicants determined to be best qualified for the position will be invited to continue in the recruitment process. Candidates participating in an oral interview will be evaluated on experience, training and personal qualifications for the position.

## Compensation and Benefits

- Salary Range:** \$5,344-\$6,520 per month, DOQ  
**Retirement:** Membership in the California Public Employees Retirement Plan: 2%@60 or 2%@62 as defined by PEPPRA. Employee's pay the employee contribution on a pre-tax basis. City does not participate in Social Security.  
**Life Ins:** \$75,000 group term life.  
**Vacation:** 10 days per year, increasing with service.  
**Holidays:** Employees receive 12 paid holidays per year.  
**Sick Leave:** Employees accrue 12 sick days per year.  
**LTD Ins:** 100% paid by City.  
**Medical Ins:** Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser, Sutter Plus or Anthem Blue Cross for medical coverage. Employees pay a portion of the medical premium on a pre-tax basis.  
**Longevity Pay:** 2% to 6% additional compensation may be granted for 5- 25 years of service.  
**EAP:** EAP Program for employee and dependents.  
**Add'l Benefits:** Deferred Compensation and Vantage Care Plans are available.



## The City

Healdsburg is located 70 miles north of San Francisco on Highway 101 in the literal heart of the wine country. With a population of approximately 11,000 residents, the City's small town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City of Healdsburg enjoys a moderate climate. Summer temperatures range from 70 to 90 degrees with cool evenings. Winters are mild, with the average rainfall being 40 inches per year and with no snowfall. Because of its location on the Russian River and the surrounding wine valley regions, it offers a wide variety of recreation, scenic and historic attractions and provides excellent opportunity for fishing, hiking, canoeing, swimming and water skiing.



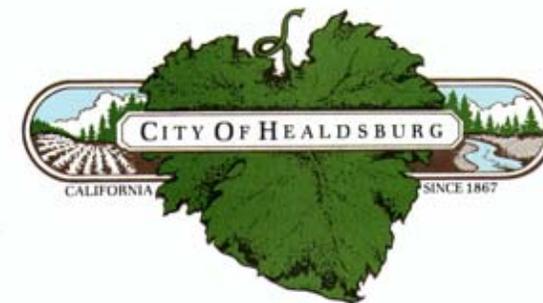
**EMPLOYMENT INFORMATION:** Prior to employment, the candidate selected for the position will be required to successfully pass a thorough physical examination given by a City-designated physician. Background and references checks will be conducted on the final candidate. **ACCOMMODATION:** Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. **SPECIAL NOTE:** The information contained in this job announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Announcement Date: October 7, 2016

*The City of Healdsburg is an equal opportunity employer and complies with the provisions of the Americans With Disability Act (ADA). Women and minorities are encouraged to apply*

*City of Healdsburg  
401 Grove Street, Healdsburg, CA  
95448-4723*

Phone: 707-431-3322 / Fax: 707-431-3321  
[www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)



is recruiting for

# Payroll Specialist



Healdsburg City Hall  
401 Grove Street  
Healdsburg, CA 95448-4723

**Deadline to apply:**

**Friday, October 28, 2016, 5:00 PM**

## The Position

The City of Healdsburg is currently accepting applications for the position of Payroll Specialist. This is a regular full-time non-exempt position in the City Manager's Office.

Under general direction, performs accounting and statistical record keeping assignments related to the preparation and maintenance of fiscal reports, records, and process of the City's payroll; performs a variety of accounting activities related to the City's fringe benefit and retirement programs; performs confidential employee relations-related research as required; performs other duties as assigned. Receives general supervision from the Personnel Specialist.

## Class Characteristics

The Payroll Specialist is a journal-level classification. Incumbents perform detailed account and statistical record keeping assignments related to the processing of the City's payroll, fringe benefit programs, classification, compensation and employee relations related projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

## Essential Functions

The following duties are considered essential:

- Receives, review and verifies and processes payroll-related records and documentation
- Calculates, reviews and processes the City's payroll
- Audits and reconciles the payroll register
- Prepares accounting records and reports such as State and Federal Income Tax and CalPERS Reports
- Audits records for completeness, accuracy and conformance with policies and procedures
- Implements changes in the payroll computer system involving the implementation of labor agreement and major changes in salaries, benefits, and/or the calculation of payroll checks
- Assists auditors
- Researches and answers questions regarding payroll and benefits' records, policies and procedures
- Follows laws regarding the release of information regarding personal, confidential, financial employee information
- Compiles payroll data for use in budget preparation and employee negotiations
- Calculates taxes and prepares W-2's
- Inputs dates into specialized data base software system to produce payroll
- Checks computer printouts for accuracy of information
- Distributes payroll to department heads, supervisors and employees
- Computes, adjusts and distributes required monthly, semi-monthly, quarterly and yearly reports
- Disburses payments to benefit providers
- Checks, adjusts, and makes all correcting journal entries for payroll and fringe benefit data, deductions, and insurance funds

- Performs a variety of account and statistical record keeping work related to the City's retirement program
- Assists employees and retirees with their CalPERS retirement questions
- Implements directives in employee bargaining unit Memoranda of Agreement and Outlines of Benefits
- Receives and processes a variety of payroll information and data
- Operates a variety office equipment and specialized computer software systems
- Maintains confidentiality of a variety of information
- Responds to a variety of requests for information from financial institutions and the courts regarding the City's payroll functions
- Processes payroll, sends monthly invoices and process monthly CalPERS reporting
- Creates new payroll and benefit related Account Receivable accounts
- Sends out monthly A/R invoices for retiree medical
- Prepares journal entries as required for recording payroll transactions
- Interfaces with financial consultants, auditors, public and government agencies
- Performs other duties as assigned.

## Minimum Qualifications

**Knowledge of:** Thorough knowledge of methods and practices of public financial and statistical recordkeeping, including payroll and benefit functions; laws and regulations governing the maintenance and destruction of records related to a public agency payroll, fringe benefits, employee, financial and retirement program records; basic principles and functions of budget, classification and compensation schedule, personnel rules & regulations, memoranda of agreement, and outlines of benefits for bargaining units in a public agency setting; basic understanding of public agency department services, organization and functions; terminology used in financial and statistical recordkeeping; research methodology; principles of basic mathematics, accounting principles, practices, and procedures, and basic statistics; banking procedures; modern office methods, procedures, and practices; and proper business English usage, spelling, grammar and punctuation. **Skilled in:** Performing data entry quickly and accurately in order to meet work deadlines and requirement; performing 10-key by touch; using specialized computer software programs; applying applicable Federal, State and/or local laws, rules & regulations; perform basic mathematical calculations and maintaining required records. **Ability to:** Prepare and maintain accurate and up-to-date payroll information, files and records; process and calculate a variety of payroll actions including wage garnishments, benefits, deductions, withholdings, retroactive pay, and overtime calculations; meet legal deadlines for the payroll; balance and prepare payroll taxes for State and Federal quarterly and annual returns; research and reconcile errors and issues that may arise and develop internal control systems; evaluate, develop and install complex payroll systems and procedures; be sensitive to maintaining the confidentiality of matters including but not limited to personnel data and sensitive information that arise within the context of payroll; develop effective policies and procedures to meet payroll requirements; set-up and revise account or statistical recordkeeping procedures and records; review, code, post, adjust and summarize fiscal transactions or statistical data; maintain and reconcile control records;

prepare fiscal reports and statements; provide back-up support to Personnel Specialist; communicate effectively and professionally (verbally and in writing) with internal and external customers; handle confidential tasks such as payroll with the utmost privacy and decorum; prepare, process, and manage multiple payroll activities; apply contract provisions, laws, rules, and regulations pertaining to payroll and special reports; prepare and maintain a variety of payroll-related fiscal and accounting records and reports; analyze situations accurately and adopt an effective course of action; keep supervisor informed of potential issues and problems; exercise good judgment and act within the scope of authority in the position; post data and make mathematical calculations with speed and accuracy; operate office machines, including computerized payroll systems, personal computer, typewriters, copiers, faxes and calculators; establish and maintain cooperative working relationships; and learn and utilize new technology

## Licenses and Certificates

- \* Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- \* Certification as a Certified Payroll Professional is highly desirable.

## Working Conditions/Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push and pull materials and objects weighting up to 25 pounds. Incumbents may be required to work weekends and evenings to meet deadlines.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## Education and Experience

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Possess the equivalent of an Associate's Degree in Accounting or related fields, and the equivalent of three (3) years of progressively responsible experience in accounting, as well as financial and statistical recordkeeping work involved in the process of a public agency payroll of a jurisdiction of a comparable size to the City of Healdsburg. Certified Payroll Professional Certification is desirable.