

RESOLUTION NO. 2015-028

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT
PARK APPROVING ELIMINATION OF A TEMPORARY PART-TIME OFFICE
ASSISTANT AND ADDITION OF A REGULAR FULL-TIME PAYROLL/FISCAL
SPECIALIST IN THE FINANCE DEPARTMENT**

WHEREAS, the City has a current vacancy for the position of temporary Part-Time Office Assistant, and

WHEREAS, staff has analyzed staffing needs, options and costs and recommends the elimination of the temporary Part-Time Office Assistant position and the addition of a Payroll/Fiscal Specialist position to allow for the performance of necessary, higher level functions in the Finance Department on a permanent basis, and

WHEREAS, staff has determined that the Payroll/Fiscal Specialist position requires the proper knowledge, skills and abilities to perform these complex functions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the elimination of the temporary Part-Time Office Assistant position and the addition of a regular Full-Time Payroll/Fiscal Specialist as described in the job description attached hereto as Exhibit "A" and incorporated herein by this reference.

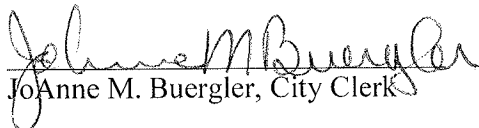
DULY AND REGULARLY ADOPTED this 24th day of February, 2015.

CITY OF ROHNERT PARK

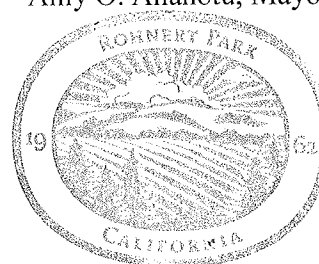


Amy O. Ahanotu, Mayor

ATTEST:


JoAnne M. Buergler, City Clerk

Attachment: Exhibit A



CALLINAN Aye MACKENZIE: Aye STAFFORD: Absent BELFORTE Aye AHANOTU: Aye
AYES: (4) NOES: (0) ABSENT: (1) ABSTAIN: (0)

City of Rohnert Park

PAYROLL/FISCAL SPECIALIST

Salary: \$4,336 - \$5,271 (Monthly)

DEFINITION

Performs accounting and statistical record keeping assignments related to the preparation and maintenance of fiscal reports, records, and processing 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 advanced accounting functions related to utility billing and reporting; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Payroll/Fiscal Specialist** is an advanced working level class in the Finance Department. Incumbents perform detailed account and statistical record keeping assignments related to the processing of the City's payroll, fringe benefit programs and employee relations related projects, as well as advanced accounting functions related to utility billing and reporting.

SUPERVISION RECEIVED/EXERCISED

This class receives general supervision from the Utility Billing and Revenue Manager and may provide lead direction to Accounting Specialists. The Payroll/Fiscal Specialist is expected to work with a great deal of independence in performing functions related to payroll and fringe benefits, as well as meeting the operational needs of the Finance Department.

ESSENTIAL JOB DUTIES

(These duties are a representative sample; position assignments may vary)

Payroll:

- Receives, reviews, 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 agreements and major changes in salaries, benefits, and/or the calculation of payroll checks
- Under the direction of the Finance Director, works directly with the Human Resources Dept. to solve problems and implement payroll and benefits changes

City of Rohnert Park
Payroll/Fiscal Specialist
Page 2 of 5

- Under the direction of the Finance Director, works directly with the Information Services Dept. to maintain accuracy of the payroll computer system and documents changes and errors and tests new payroll system updates
- 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 data 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 of 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 for REMIF
- Creates new Accounts Receivable accounts
- Sends out monthly A/R invoices for retiree medical and rent
- Calculates and Invoices for property damage and DUI Cost recovery and other City services
- Updates A/R rates based on CPI and/or contract agreements as necessary
- Makes A/R adjustments

Accounting:

- Handles public requests, questions and complaints over the telephone and by mail regarding utility billing and rates, water leaks, animal and business license

billing and fees; works to resolve customer complaints; compiles and assembles information from department files, records, regulations in response to inquiries

- Prepares financial reports independently; checks and balances reports and records of other agencies or departments; prepares and batches financial and statistical information for data processing and billing; reviews and balances input documents; monitors and reconciles data processing output; monitors and verifies daily, weekly and monthly data processing printouts
- Answers inquiries related to department records, accounts and programs; explains rules, regulations, policies, and procedures; explains the proper use and completion of forms and documents
- Prepares a variety of materials to assist in daily operations such as city revenue reconciliation, utility billing closing and final billing, deposit refunds, and water leak adjustments; consolidates an assortment of statistical information from a number of sources, including revenue from all city departments, fixed assets compilation, and reconciliation of program budget expenditure
- Identifies and suggests methods the City can collect additional revenue and improve efficiency
- Backs up other positions in the Finance Department and does special projects as assigned by the Utility Billing and Revenue Manager, Finance Director
- Provides lead direction and/or trains Accounting Specialists
- Manages metered water accounts, including making necessary changes to specialized software database
- Helps to maintain and update automated utility billing system and uses system to prepare utility bills, billing registers and reports; interprets error messages and corrects errors
- Under the direction of the Finance Director, helps prepare rate analyses and financial studies for utility funds and updates rate models; recommends changes in City fees and charges
- Reviews and audits deposits, payments and adjustments to proper accounts
- Coordinates meter reading functions and analyzes meter reading input
- Coordinates meter reading service requests, repairs, replacements, and audits
- Prepares monthly journal entries

QUALIFICATIONS

Education/Training/Experience:

Sufficient education, training and experience to successfully perform the duties of a **Payroll/Fiscal Specialist**. A typical way of obtaining the required qualifications is to:

- Possess the equivalent of an Associate's Degree in Accounting or related field, and
- The equivalent of three (3) years of progressively responsible experience in accounting, as well as financial and statistical recordkeeping work involved in the processing of a public agency payroll of a jurisdiction of a comparable size to the City of Rohnert Park

City of Rohnert Park
Payroll/Fiscal Specialist
Page 4 of 5

- Certified Payroll Professional Certification is desirable

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 relating 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
- Proper business English usage, spelling, grammar, and punctuation

Skill to:

- Perform data entry quickly and accurately in order to meet work deadlines and requirements
- Perform 10-key by touch
- Use specialized computer software programs
- Apply applicable Federal, State and/or local laws, rules & regulations
- Perform basic mathematical calculations
- Maintain required records

Ability to:

- Prepare and maintain accurate and up-to-date payroll information, files & 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 political issues 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

City of Rohnert Park
Payroll/Fiscal Specialist
Page 5 of 5

- Review, code, post, adjust and summarize fiscal transactions or statistical data
- Maintain and reconcile control records
- Prepare final reports and statements
- Lead and train Accounting Specialists
- Provide back-up support in the Finance Department
- Communicate effectively and professionally (verbally and in writing) with internal and external customers
- Perform difficult and detailed accounting work quickly and accurately under deadlines
- 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 projects
- Prepare and maintain a variety of payroll-related fiscal and accounting records and reports
- Analyze situations accurately and adopt an effective course of action
- Exercise good judgment and act within the scope of authority in the position
- Keep supervisor informed of potential issues and problems
- 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
- Learn and utilize new technology

Working Conditions:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. The position requires near, far, and color vision in reading correspondence, statistical data and using a computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required. The incumbent juggles multiple tasks, works under pressure of deadlines, frequent interruptions and is exposed to common office environment noise. The position may be required to work weekends and evenings to meet deadlines.

FLSA Status: Non-exempt
Employee Unit: Confidential Unit
Approved By:
Date Approved: