

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Payroll Specialist I

CLASS CODE: 1171

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification systematically process payroll for payment.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level clerical classification in the General Clerical Series – Payroll Group job family within the City of St. Louis. Incumbents within this classification perform routine and some non-routine duties with a limited variety of tasks. The distinguishing characteristics of this classification within the series include tracking and recording payroll and related information for city departments. Incumbents in this classification spend the majority of their time in the performance of payroll duties.

Incumbents work under direct supervision. Duties are performed according to determined instructions and prescribed by standards and procedures. The supervisor may, or may not, be present at all times.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Retrieves and verifies attendance records for various departments and input time sheet data into mainframe system.

Computes hours worked including benefits and non-paid hours; tracks and reconciles vacation, sick/medical leave, injury leave and compensatory time.

Prepares payroll documents such as status forms, pay adjustments, hours adjustments, vacation and sick/medical leave adjustments or other changes to payroll records.

Processes and completes forms such as verification of employment, worker's compensation, suspension, jury, and new hire paperwork.

Types personnel documents such as rating sheets, disciplinary actions, and personnel requisitions.

Files Worker's Compensation reports related to job injuries and requests related to payroll.

Responds to questions from employees concerning personnel and payroll rules and regulations; assists in completing forms.

Verifies, sorts and distributes payroll checks; collates payroll reports and transmits downtown.
May perform clerical or data entry duties unrelated to payroll in order to support office staff.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction:

Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, fax machine, calculator and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as payroll register, overtime report, payroll regulations and general operating manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

Functional Reasoning:

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as distinguishing between different color-coded forms.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.