

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Manager Payroll

Department: Finance

Pay Grade: GS.09

Supervision Received From: Manager Payroll

FLSA Status: Exempt

Supervisory Responsibility For: Payroll Technician

Established: 3/21/24

**Revision Dates: 3/28/25;
8/27/24**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for ensuring compliance with federal, state and city wage laws, regulations, codes, standards, policies and procedures; supervising the operations and staff of the Payroll Division and directs the activities of payroll staff of all departments and agencies to ensure efficient and accurate processing of the city's payroll. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Assistant Manager Payroll is the second level of a three-level series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Manages, in absence of the Payroll Manager, payroll staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Assists in supervising the day-to-day activities and operations of the payroll function which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems and/or standards; ensures compliance with federal, state and local laws, regulations, codes, standards, policies and procedures.

Assists in supervising the processing of payroll and related payroll taxes, including benefit and/or other related deductions.

Coordinates decentralized payroll time entry into a centralized process for all City departments and agencies.

Updates and maintains master rate tables for pension, union and insurance rates and deductions.

Coordinates actions involving check stop payments, voided checks, check replacement, W-2s, direct deposit returns and uncashed checks. Serves as the primary contact for the city's bank regarding verification of valid check numbers or other related problems and issues.

Oversees the operations of the computerized payroll accounting system and evaluates system utilization, response time and software capabilities; works with Information Technology to design, develop, test and implement system upgrades and enhancements; coordinates the resolution of related system problems.

Evaluates, approves and makes recommendations for automated system and program enhancements; leads the implementation of new software.

Trains internal staff of the payroll division and all city departments and agencies on the utilization of the computerized payroll accounting system.

Implements and verifies the uploading of a variety of system information which includes annual files for medical, dental and other various insurance changes; cost of living and step increases, including applicable retroactive payments; changes to pay and/or other related items

Collaborates with applicable internal staff regarding risk management, policies, benefits procedures, employee status changes, court orders and/or other applicable areas.

Plans and supervises the processing of annual items and projects which includes W-2 processing, balancing, printing and distribution; software resets; personal leave processing; training payments; account balancing; uniform and tool allowances; deduction changes and/or other related items.

Supervises and oversees the set-up and entry of court-ordered garnishments, child support orders, IRS levies, government loan processing and various other court-ordered wage attachments; responds to related requests for information from employees, legal representatives, vendors and court representatives. Participates in/on a variety of meetings, committees, task forces and/or other related groups in order to receive and/or convey information.

Establishes and supervises the maintenance and retention of applicable employee payroll files and related reports.

Provides assistance to internal and external auditors during the audit process which includes providing documents, reports and other payroll-related credentials upon requests and responding to questions or requests for information on policies and procedures.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High school diploma and (1) year previous experience and/or training involving payroll,

accounting or a related area; or any combination of equivalent experience and education; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; advanced payroll processing practices; banking procedures; court-mandated garnishment procedures and practices; automated payroll processing systems; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; mathematical concepts; electronic data processing principles; modern office equipment and procedures and customer service principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; processing payroll; handling multiple tasks simultaneously; conducting research; balancing and verifying payroll calculations; reviewing, classifying, categorizing, prioritizing, scheduling and analyzing data; exercising judgment and decisiveness in situations involving the evaluation of information; processing automatic deposits; operating modern office equipment; using a computer and related software applications; keyboarding; maintaining databases; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; performing mathematical calculations; providing customer service; preparing and maintaining records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

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