

# PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>

**REGULAR MEETING**  
**Wednesday, December 16, 2020**

**5:15 p.m.**



**ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**



## AGENDA

Chair: Steve Early  
**Personnel Board Members**  
Mindy Pines  
McKinley Williams  
Kyra Worthy

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
5. PUBLIC COMMENT
  - a. Regular Meeting of May 28, 2020 (resubmitting for approval due to error discovered after October 22, 2020 Personnel Board approval)
  - b. Regular Meeting of October 22, 2020
6. CONSENT AGENDA
  - None
7. NEW BUSINESS
  - a. APPROVAL to revise the existing classification of Payroll Supervisor (Finance Department)
8. UNFINISHED/OLD BUSINESS
  - None
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
  - None
10. CONSIDERATION OF PROBLEMS AND REPORTS
  - None
11. ADJOURNMENT

**NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.**

**COMMUNICATION ACCESS INFORMATION** This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

## CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both

<https://www.coronavirus.cchealth.org>

and

<http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info>

provide updated coronavirus information.

**DUE TO THE SHELTER IN PLACE ORDERS**, attendance in the Personnel Board meeting will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

**How to watch the meeting from home:** The meeting may be accessed by using the following Zoom meeting link:

<https://zoom.us/j/91463333528?pwd=Vy94WnhxMkpDaExoY0FTbGw0bmxYQT09>

**Public comments may be submitted:** via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Wednesday, December 16, 2020 by 12:00 Noon.

**Public comment for an agenda item may be submitted by:** sending an email to [mailto:personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 12:00 Noon on Wednesday, December 16, 2020. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

**Record of all public comments:** All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Accessibility for Individuals with Disabilities:** Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** December 16, 2020

**TO:** Chair Early and members of the Personnel Board

**FROM:** Anil Comelo, Human Resources Management Director

**SUBJECT: APPROVAL OF REVISION TO THE APPROVED MAY 28, 2020 MINUTES**

### **BACKGROUND**

The Personnel Board approved the May 28, 2020 minutes at the October 22, 2020 meeting. As I was posting the approved minutes online, I noticed that I had omitted the name of the Board Member who seconded the motion for approval of the February 27, 2020 minutes – Board Member Williams. I would like to request that the corrected version be approved.

### **RECOMMENDATION**

**APPROVE** the revised minutes from May 28, 2020.

**ANALYST:** Dorothy Mandujano, Principal Personnel Analyst

**Attachments:** May 28, 2020 minutes revised (markup)

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

**TELECONFERENCE VIA ZOOM  
450 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**May 28, 2020  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on May 28, 2020.

**1. ROLL CALL**

Present: Steve Early, Chair  
Mindy Pines, Board Member  
McKinley Williams, Board Member  
Kyra Worthy, Board Member

Absent: None

Meeting began with the introduction of Allison Picard, Interim Human Resources Director.

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

None

Board Member Pines made a motion to approve the minutes of February 27, 2020. Board Member Williams seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy. NAY: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: email received and read:

Joey Schlemmer via phone call: introduced himself as a Richmond resident and retired City of Richmond employee and spoke on the recent deficit that went from 27 million to 29 million and requested that any decisions about creating new classifications is untimely and can possibly be deemed irresponsible by the bargaining unions. He urged that any approval be postponed until the budget has

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been accepted in a similar manner that the City Council did recently for another job classification.

a. **CONSENT AGENDA**

None

7. **NEW BUSINESS**

**SPEAKERS:**

**C.A. Cardenas: email received and read for all items under New Business**

Chair Steve Early inquired about the speaker's reference to a job classification presented to City Council and whether any of the job classifications being considered were one and the same. It was clarified that any position before City Council would have been vetted by Personnel Board previous to going to City Council or it was a position that did not necessitate the approval of the Personnel Board.

**Ben Therriault:** spoke on Human Resources Department and/or the City process of not dealing with the differentials pay and/or personnel matters on a one-on-one basis but instead have changed/created classifications and then promoted staff into those classifications particularly in IT. The City Council has not approved recent classifications on the agenda and Officer Therriault expects the same will happen with these classifications if presented to the City Council. It doesn't look good when there is the possibility of layoffs/staff reduction being considered yet the City is creating new classifications and promoting staff into these positions hence giving said staff a de facto rate and the main reason for opposition to creating these positions.

a. **APPROVAL** to create the new classification of Senior Resident Housing Manager (Richmond Housing Authority)

Sharrone Taylor, Principal Personnel Analyst, presented the new classification of Senior Resident Housing Manager for the Richmond Housing Authority. Nanette Beacham, Executive Director of Housing Authority was present to address any questions.

**DISCUSSION:** Analyst Taylor and Director Beacham answered inquires by the Personnel Board Members on the status of Richmond Housing Authority Nystrom Village and Nevin Plaza properties. The solicitation has ended and they are currently working with developers to establish a development deal to rehabilitate Nevin Plaza. An RFP is out for Nystrom Village and will close late June or July and they are currently seeking a developer.

The position being considered is a term position until the properties are privatized which will probably at a minimum be two years. The fact that the position is a term position will be noted in the job announcement. The Senior Resident Housing Manager classification requires more skills than the current Resident Housing Manager position. The properties

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are revenue producing when occupied therefore it is in the best interest of the City to ensure vacancies are filled in a timely manner.

Director Beacham explained that the current vacant positions are one (1) Housing Manager with one (1) Resident Housing Manager. This classification is a reclass of the vacant Resident Housing Manager position to a Senior Housing Manager position. This new classification would provide a unit since the person would need to remain on sight to provide services.

Chair Early, in response to the public comment, asked what would be the consequences of postponing this position in reference to City budget. Director Beacham explained that the funding is from Department of Housing and Urban Development with the City of Richmond assisting to cover the deficit and employ staff. To receive the HUD subsidy, compliance must be maintained with some jobs being part of the compliance.

Chair Early made a motion to approve the new classification of Senior Resident Housing Manager (Richmond Housing Authority). Board Member Pines seconded the motion. Approval for the new classification of Senior Resident Housing Manager (Richmond Housing Authority) was rejected by the following vote: YEA: S. Early, M. Pines. NAY: K. Worthy. ABSENT: None. ABSTAIN: M. Williams.

**SPEAKERS:** None

b. **APPROVAL** to create the new classification of Closed-Circuit Television (CCTV) Specialist (Police Department)

Donna Newton, HR Personnel Officer, presented the new classification of Closed-Circuit Television Specialist (Police Department) to the Personnel Board along with Police Captain Louie Tirona.

**DISCUSSION:** In response to Personnel Board Members inquires, Ms. Newton explained that the positions were formerly held by retired officers on a part-time basis. This will be a permanent civilian position. Captain Tirona explained that since 2008 the CCTV cameras have been in place. They have not been monitored for six (6) months or so, with the exception of officers performing the duties while on light duty, which is not a long-term solution since the availability of light duty officers is not reliable. This position will not be filled for this fiscal year (FY 19/20) or next fiscal year (FY 20/21). Captain Tirona shared that he was not aware whether an ordinance for live surveillance equipment in the City of Richmond exist or not.

Ms. Worthy motioned to postpone the decision until an ordinance on the surveillance of citizens exists in the City of Richmond and is produced.

Senior Assistant City Attorney Bruce Soublet stated he was not aware of such an ordinance or any ordinance that would prevent surveillance or the use of cameras but the contract for purchase and installation of the surveillance cameras was reviewed and approved by the City Council

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Board Member Pines moved to wait on the decision.

In response to the Personnel Board Members questions about the budget concerns raised by public speakers, HR Interim Director Allison Picard informed the Personnel Board that the City Council has given instruction that differential pay be eliminated. These job classifications are being created to rectify the classifications to reflect the work being performed by employees and compensate accordingly by rolling the differential into the base pay.

Board Member Worthy requested that all these positions (on the agenda) be postponed until the budget is approved by the City Council to verify the positions are needed and can be afforded and cannot be consolidated with something else.

Ms. Picard continued to explain that these classifications, particularly in IT and the City Clerk's Office, are a correction to dated classifications to include duties that are currently being performed by staff for which compensation will discontinue when the differentials are removed as per the instructions of City Council. If this correction is not made, employees may be harmed. In response to the financial impact, there will be a small increase since it will be persable salary while the differentials were not persable. There will be a slight net increase due to the persable amount.

Ms. Picard also clarified the fact that the City Council sets salary while the Personnel Board reviews the classifications for content and not budget. The City Council will have the opportunity to review for budget impact of the classifications approved by the Personnel Board.

Mr. Soublet reiterated that the City Council has instructed staff to remove and correct the differentials being paid. The way to correct is to create a new classification that contains the skills and the differential will be rolled into the base salary and not harm current employees performing the duties.

Personnel Board Member Worthy motioned to postpone decision until the City Council ratifies the budget since there will be a net increase to the salaries.

Board Member Williams made a motion to approve the new classification of Closed-Circuit Television Specialist (Police Department). Board Member Pines seconded the motion. Approval for the new classification of Closed-Circuit Television Specialist (Police Department) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

**SPEAKERS:**

**Ben Therriault:** disagreed with the conversation about whether the Personnel Board has prevue over salary. The ability to approve a classification involves salary. Individualized classifications are being created to circumvent the correct process of including the unions.

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- c. **APPROVAL** to create Network and Systems Security Officer (IT Department)
- d. **APPROVAL** to create Information Technology Manager (IT Department)
- e. **APPROVAL** to create Telecommunications Manager (IT Department)
- f. **APPROVAL** to create Cable Television Manager (IT Department)

Personnel Analyst I Kate Soiseth presented all four IT positions on the agenda with the assistance of IT Director Sue Hartman.

**DISCUSSION:** Director Hartman addressed the Personnel Board Members questions on lack of specific licenses and/or certifications as a requirement in the job classifications and explained that due to ever-evolving technology, specific named security systems can soon become outdated. Therefore the use of generalized language in the job classification avoids content rapidly becoming obsolete. Not specifying the security system within the job classification also maintains the security of the City by not publicly announcing the type of security system protecting the City systems. Analyst Soiseth explained that there is more flexibility when recruiting to fill a position by identifying specific desirable qualifications in the job announcement. The IT job classifications are a combination of several positions with updates to the roles and responsibilities that were not articulated in the former job classifications and are duties essential to IT. The formerly held positions will be abolished. Picard explained that it is a reclassification of the incumbent who is performing duties outside of their current job description and the new classification reflects these duties more accurately. Analyst Soiseth affirmed that the unions were consulted about the classifications and did not object to presenting to the Personnel Board.

Board Member Pines made a motion to approve the new classifications of Network and Systems Security Officer (IT Department), IT Manager (IT Department), Telecommunications Manager (IT Department), Cable Television Manager (IT Department). Chair Early seconded the motion. Approval for the new classifications of Network and Systems Security Officer (IT Department), IT Manager (IT Department), Telecommunications Manager (IT Department), Cable Television Manager (IT Department) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

**SPEAKERS:** Cordell Hindler: email received and read

- d. **APPROVAL** to revise Assistant City Clerk to Deputy City Clerk (City Clerk's Office)

Personnel Analyst I Kate Soiseth presented the revision from Deputy City Clerk to Assistant City Clerk (City Clerk's Office). City Clerk Pamela Christian was available to answer questions on the job classification.

Board Member Pines made a motion to approve the revise the classification of Assistant City Clerk to Deputy City Clerk (City Clerk's Office). Chair Early seconded the motion. Approval for the revised classification of Assistant City Clerk to Deputy City Clerk (City Clerk's Office) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

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8. **UNFINISHED/OLD BUSINESS**

- None

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at approximately 6:28 p.m.

## **Dorothy Mandujano**

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**From:** Cordell Hindler  
**Sent:** Friday, May 22, 2020 8:25 PM  
**To:** Personnel Board  
**Subject:** public comments

hello Dorothy, i have some comments for the Board's consideration

1. Approval to Create the new classification Of Administrative Secretary { Library & Community Services Department}
2. Approval to Create the new Classification Of Assistant Public Works Director { Public Works Department}
3. Consider the Idea to plan a Board Retreat and to Discuss the Logistics

Sincerely  
Cordell

## Dorothy Mandujano

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**From:** Cheryl Cardenas  
**Sent:** Thursday, May 28, 2020 1:24 PM  
**To:** Personnel Board  
**Subject:** Agenda Items : #7-a through #7-g

Good Afternoon Board members;

I will keep my comments/concerns short & to the point. On today's agenda, a listing of 6 newly created positions & 1 revised position is under review. I would suggest that these ALL be placed on hold for review until AFTER the City Budget has been finalized. A point of reference is the fact that on Tuesday the City Council voted to hold off on the decision to create a new job that may be nothing more than a correction on current staff's job duties and related pay. The reason behind this vote to hold off on approving the new position is that it appears illogical to create a new position on one hand while considering lay-offs, freezing jobs and other cuts to personnel that affect the budget on the other hand.

I respectfully request that this panel follow suit & postpone the creation of any new positions while the City of Richmond is struggling to balance the budget.

Thank you for your time and consideration.

Be healthy & safe,

C. A. Cardenas  
City of Richmond resident

Sent from my iPhone

## Dorothy Mandujano

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**From:** Cordell Hindler  
**Sent:** Friday, May 22, 2020 8:39 PM  
**To:** Personnel Board  
**Subject:** New Business

hello Dorothy, the Reason that i am in support of 7.g, is because i have been in conversation with Miss Pamela, and i had explain to her the importance of having a Deputy City Clerk, because the City of Berkeley has a number of Assistant and Deputy City Clerks

Sincerely  
Cordell

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

**TELECONFERENCE VIA ZOOM  
450 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**October 22, 2020  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on October 22, 2020.

**1. ROLL CALL**

Present: Steve Early, Chair  
Mindy Pines, Board Member  
McKinley Williams, Board Member

Absent: Kyra Worthy, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

Before the approval of minutes, a moment was taken to introduce and welcome the new Human Resources Director and Secretary to the Personnel Board Anil Comelo.

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

None

Board Member Williams made a motion to approve the minutes of May 28, 2020. Board Member Pines seconded the motion. Minutes were approved by the following vote:

YEA: S. Early, M. Pines, M. Williams. NAY: None. ABSENT: K. Worthy.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: email received and read (see attached).

**a. CONSENT AGENDA**

None

Senior Assistant City Attorney Bruce Soublet requested that Secretary Anil Comelo introduce himself to the Personnel Board Members and speak on his background. Personnel Board Members introduced themselves and welcomed Anil Comelo to the

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Personnel board..

**7. NEW BUSINESS**

**SPEAKERS:**

Cordell Hindler: email received and read (see attached)

- a. **APPROVAL** to create the new classification of Human Resources Manager in the Human Resources Department

Allison Picard, Project Manager and former Interim Human Resources Director, presented the new classification of Human Resources Manager.

**DISCUSSION:**

Ms. Picard explained the reorganization of the Human Resources Department as described in the Staff Report and the recommendation to create the Human Resources Manager classification. Ms. Picard noted that both the Executive Management union and IFPTE Local 21 had reviewed and did not object.

Board Member Pines made a motion to approve the new classification of Human Resources Manager. Board Member Williams seconded the motion. Approval for the new classification of Human Resources Manager was approved by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: None. ABSENT: K. Worthy.

**8. UNFINISHED/OLD BUSINESS**

- None

**9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- None

**10. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**11. ADJOURNMENT**

Meeting adjourned at approximately 5:41 p.m.

**From:** [Cordell Hindler](#)  
**To:** [Personnel Board](#)  
**Subject:** 7. A New Business  
**Date:** Tuesday, October 20, 2020 10:42:41 PM

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good evening Chair Early, Board members and City Staff, i have a concern in regarding the Human Resources Manager, i had a Conversation with the Assistant City Manager for SAN PABLO, and she explained to me that the person that was the HR Manager she had left the city and until recently when they had hired a new HR Manager, i am enclosing the salary to get a sense on how much it is

10,413 64.08 10,933 67.28 11,480 70.65 12,054 74.18 12,657 77.89

sincerely  
Cordell



# STAFF REPORT

## PERSONNEL BOARD OR DEPARTMENT

**DATE:** December 16, 2020

**TO:** Chair Early and members of the Personnel Board

**FROM:** Anil Comelo, Human Resources Management Director

**SUBJECT: APPROVAL TO REVISE THE EXISTING CLASSIFICATION OF  
PAYROLL SUPERVISOR (FINANCE DEPARTMENT)**

### **BACKGROUND:**

The Finance Department Director has requested that the Payroll Supervisor classification be revised and updated. This classification specification was first established as the Lead Payroll Coordinator in 2006. In 2009, the classification was retitled to Payroll Supervisor, and the Bachelor of Arts Degree and Payroll Professional Certification requirements were added.

### **RECOMMENDATION:**

**APPROVE** the revision of the existing classification specification for Payroll Supervisor.

### **ANALYSIS:**

The Human Resources Department has unsuccessfully attempted to fill the Payroll Supervisor position over the past two years. Even though the incumbents possessed the minimum qualifications, Finance Management determined that the candidates did not have the critical and specific skill sets required for this supervisory position. In response, the Human Resources staff collaborated with the Finance Director to modernize and refine the duties based on the required skill-sets and expectations for this position. In addition, Human Resources staff surveyed the City of Richmond's comparable cities. The prevalent language in the job descriptions stated that incumbents may possess *any combination* of education and experience equivalent to a four-year degree and no less than two years or more of lead Payroll experience. Also, the analysis confirmed that possession of Professional Payroll Certification isn't critical in the ability to perform the job. The Proposed Payroll Supervisor job specification is revised to include this language, to align the specification with industry standards.

### **CONCLUSION:**

The Human Resources Department is recommending revision of the Payroll Supervisor. This classification is critical to the Payroll function of the Finance Department. The understaffing of

# Personnel Board

## Staff Report

the Payroll division for two years has caused great strain on existing staff. Approval of the revised Payroll Supervisor job specification will give Human Resources staff greater flexibility during the recruitment process, ensuring a robust and viable pool of qualified candidates. There aren't any incumbents in this position, and these revisions have no impact on existing staff. The Local 21 Mid-Management Union was informed of these revisions and agree to this action.

**Analyst:** Sharrone Taylor, Principal Personnel Analyst

**Attachments:** Original Payroll Supervisor Classification Specification  
Draft Payroll Supervisor Classification Specification  
Proposed Payroll Supervisor Classification Specification  
Payroll Supervisor Classification Survey

CITY OF RICHMOND, CA

CLASS CODE: PR-339  
ESTABLISHED: 05/28/09  
GROUP: LOCAL 21  
FLSA: EXEMPT

*(formerly Lead Payroll Coordinator)*

**ORIGINAL**  
**PAYROLL SUPERVISOR**

**DEFINITION**

Under general direction, oversees the work of the payroll section of the Finance Department. This consists of implementing and monitoring payroll processes and procedures; supervising, evaluating and training subordinate staff; serving as the functional lead in the City's computerized payroll system; and performing related work as assigned.

**CLASS CHARACTERISTICS**

This single position class is responsible for managing the City's payroll processing, distribution and reporting requirement. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. The incumbent is expected to be knowledgeable of payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day supervision of payroll operations.

**EXAMPLES OF DUTIES**

1. Supervises, trains, and evaluates assigned staff.
2. Develops procedures and controls for payroll processing and distribution.
3. Maintains current knowledge of City, state and federal legislation affecting payroll.
4. Interprets and applies appropriate ordinances, rules, regulations and memoranda of understanding.
5. Responds to inquiries regarding payroll and benefit transactions.
6. Develops and makes recommendations for procedural, policy and systems changes.
7. Provides technical support to City departments in matters pertaining to payroll.
8. Researches, verifies, calculates and approves payroll data for processing.
9. Supervises the maintenance of payroll records.
10. Discusses policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
11. Reviews the receipt, audit, control and processing of all computer payroll documents and maintains internal controls on payment of salaries.

12. Interfaces with outside agencies, insurance companies and auditors on pay-related matters.
13. Researches and analyzes data regarding salaries and benefits for cost studies.
14. Reviews and approves all manual payroll checks.
15. Analyzes payroll input data, reports and systems for accuracy and effectiveness.
16. Reviews and approves all wage and tax reports.
17. Prepares a variety of periodic and special reports related to payroll activities.
18. Reviews new MOU provisions and provides for implementation.
19. Participates in the preparation and administration of the payroll section budget.
20. Reviews and approves all vouchers for payment of payroll liabilities.
21. Provides expertise and technical assistance in testing in computerized payroll system.

### **MINIMUM QUALIFICATIONS**

#### **Thorough knowledge of:**

Principles and practices of municipal payroll preparation, audit and distribution;

Principles and methods of accounting records management;

Principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents;

Local, state and federal rules and regulations governing payroll processing and distribution; and

Basic supervisory principles and practices.

#### **Skill in:**

Organizing, assigning, directing, reviewing and evaluating the work of assigned staff;

Training staff in work procedures;

Interpreting, explaining and applying a variety of laws and regulations governing payroll administration;

Developing forms, records, systems and procedures for achieving internal control of payroll operations;

Reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required;

Preparing clear, concise and complete payroll reports and other written correspondence;

Performing accurate arithmetic calculations and making accurate financial reconciliations;

Recommending improved payroll processing and reporting methods and procedures;

Exercising sound independent judgment within established guidelines; and

Establishing and maintaining effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Requires a B.A. degree in Business or Public Administration, Finance, or a closely related field and five (5) years of responsible payroll experience, of which at least two (2) years were in the public sector. In addition, at least two (2) years of the required experience must have been in a lead or supervisory capacity. A certificate as a Certified Payroll Professional (CPP) is required at the time of appointment or within one year.

## **PAYROLL SUPERVISOR**

### **DEFINITION**

Under general direction, oversees the work of the payroll section of the Finance Department. This consists of implementing and monitoring payroll processes and procedures; supervising, evaluating and training subordinate staff; serving as the functional lead in the City's computerized payroll system; and performing related work as assigned.

### **CLASS CHARACTERISTICS**

This single position class is responsible for managing the City's payroll processing, distribution and reporting requirement. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. The incumbent is expected to be knowledgeable of payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day supervision of payroll operations.

### **EXAMPLES OF DUTIES**

1. Supervises, trains, and evaluates assigned staff, including making recommendations, training assigning work, performance management, counseling, and maintain staff related records.
4. -
2. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research discrepancies between the general ledger and payroll system(s). Develops procedures and controls for payroll processing and distribution
3. Develops and makes recommendations for procedural, policy and systems changes.
2. -
- Stay abreast of Maintains current knowledge of Stay current on City, state and federal legislation affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, regulations and memoranda of understanding.

~~— Interprets and applies appropriate ordinances, rules, regulations and memoranda of understanding~~

~~— Provide training and guidance and update procedures~~

~~— Recommend and implement improvements and automation~~

~~4. F~~

5. Take lead role in testing, system updates and other payroll changes.

~~3.~~

~~— Interprets and applies appropriate ordinances, rules, regulations and memoranda of understanding.~~

6. Reviews new MOU provisions and provides guidance for implementation.

~~n~~

7. Communicate Discusses policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.

~~4.~~

8. Responds to inquiries regarding payroll and benefit transactions. Ensure accurate accurate and timely reporting and remittance of employee deductions.

~~5.~~

~~— Develops and makes recommendations for procedural, policy and systems changes.~~

9. Reviews and approves all vouchers for payment of payroll liabilities.

10. Responds to audits and internal and external audits and internal and external inquiries regarding payroll and benefit transactions.

~~6.~~

11. Provides technical support to City departments in matters pertaining to payroll.

~~7.~~

12. Researches, verifies, calculates and approves payroll data for processing.

~~8.~~

13. Supervises the maintenance of payroll records.

~~9.~~

~~10. Discusses policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.~~

~~11. Reviews the receipt, audit, control and processing of all computer payroll documents and maintains internal controls on payment of salaries.~~

14. Interfaces with outside agencies, insurance companies and auditors on pay-related matters.

~~12.~~

15. Researches and analyzes data regarding salaries and benefits for cost studies.

~~13.~~

- ~~16.~~ ~~RR~~Reviews and approves all manual payroll checks.
- ~~14.~~
- ~~17.~~ Analyzes payroll input data, reports and systems for accuracy and effectiveness.
- ~~15.~~
- ~~18.~~ Ensure that Make sure that Reviews and approves all wage and tax reports are done accurately and on time.
- ~~16.~~
- ~~19.~~ Prepares a variety of periodic and special reports related to payroll activities.
- ~~17.~~
- ~~18.~~ Reviews new MOU provisions and provides for implementation.
- ~~20.~~ Participates in the preparation and administration of the payroll section budget.
- ~~21.~~ Prepare and /coordinate the City's budget projections annually and for mid-year budget with the Budget Division.
- ~~22.~~ Coordinate the data necessary for all payroll related updates.
- ~~19.~~
- ~~20.~~ Reviews and approves all vouchers for payment of payroll liabilities.
- ~~23.~~ Provides expertise and technical assistance in testing the in computerized payroll system.
- ~~24.~~ OverseePerform and/or supervise the maintenance of payroll functions of the payroll system.
- ~~— Provide assistance in audit related to payroll information.~~
- ~~25.~~ Collaborate with Work closely with Human ResourcesResources to ensure accurate employee datae (compensation, benefits, deduction, etetc.).
- ~~26.~~ Perform related payroll and other related assignments as needed.
- ~~— Perform related work as assigned.~~
- ~~21.~~ Perform other payroll related projects as needed.

### **MINIMUM QUALIFICATIONS**

Thorough knowledge of: specialized knowledknowledge of payroll accounting, automated system and in-house payroll. Extensive computer skills with emphasis in advanced Excel functions. principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; local, state and federal rules and regulations governing

payroll processing and distribution; and ability to plan and manage projects independently; ability to establish and maintain successful relationship with staff and customers; excellent written and oral communication skills; basic supervisory principles and practices.

Skill in: organizing, assigning, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; interpreting, explaining and applying a variety of laws and regulations governing payroll administration; developing forms, records, systems and procedures for achieving internal control of payroll operations; reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required; preparing clear, concise and complete payroll reports and other written correspondence; performing accurate arithmetic calculations and making accurate financial reconciliations; recommending improved payroll processing and reporting methods and procedures; exercising sound independent judgment within established guidelines; and establishing and maintaining effective working relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE**

Any combination of education and/or experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: ~~Five~~ Requires a B.A. degree in Business or Public Administration, Finance, or a closely related field and ~~five~~ (5) years of responsible payroll experience, ~~of which at least two (2) years were in the public sector.~~ In addition, ~~a~~At least two (2) years of the required experience must have been in a lead or supervisory capacity. ~~A certificate as a Certified Payroll Professional (CPP) is required at the time of appointment or within one year.~~

Education: B.A. degree or the equivalent from an accredited college or university with major coursework in ~~in~~ Accounting, Finance, Public Administration, or a closely related field.

**PROPOSED**

**PAYROLL SUPERVISOR**

**DEFINITION**

Under general direction, oversees the work of the payroll section of the Finance Department. This consists of implementing and monitoring payroll processes and procedures; supervising, evaluating and training subordinate staff; serving as the functional lead in the City's computerized payroll system; and performing related work as assigned.

**CLASS CHARACTERISTICS**

This single position class is responsible for managing the City's payroll processing, distribution and reporting requirement. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. The incumbent is expected to be knowledgeable of payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day supervision of payroll operations.

**EXAMPLES OF DUTIES**

1. Supervise, train, and evaluate assigned staff, including making recommendations, training assigning work, performance management, counseling, and maintain staff related records.
2. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research discrepancies between the general ledger and payroll system(s).
3. Develop and make recommendations for procedural, policy and systems changes.
4. Stay current on City, state and federal legislation affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, regulations and memoranda of understanding.

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**PAYROLL SUPERVISOR**  
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5. Take lead role in testing, system updates and other payroll changes.
6. Review new MOU provisions and provides guidance for implementation.
7. Communicate policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
8. Ensure accurate and timely reporting and remittance of employee deductions.
9. Review and approve all vouchers for payment of payroll liabilities.
10. Respond to audits and internal and external inquiries regarding payroll and benefit transactions.
11. Provide support to City departments in matters pertaining to payroll.
12. Research, verify, calculate and approve payroll data for processing.
13. Supervise the maintenance of payroll records.
14. Interface with outside agencies, insurance companies and auditors on pay-related matters.
15. Research and analyze data regarding salaries and benefits for cost studies.
16. Review and approve all manual payroll checks.
17. Analyze payroll input data, reports and systems for accuracy and effectiveness.
18. Ensure that wage and tax reports are done accurately and on time.
19. Prepare a variety of periodic and special reports related to payroll activities.
20. Participate in the preparation and administration of the payroll section budget.
21. Prepare and coordinate the City's budget projections with the Budget Division.
22. Coordinate the data necessary for all payroll related updates.

23. Provide expertise and technical assistance in testing the computerized payroll system.
24. Oversee the maintenance of payroll functions of the payroll system.
25. Collaborate with Human Resources to ensure accurate employee data (compensation, benefits, deduction, etc.).
26. Perform related payroll and other related assignments as needed.

### **MINIMUM QUALIFICATIONS**

Thorough knowledge of: specialized knowledge of payroll accounting, automated system and in-house payroll. Extensive computer skills with emphasis in advanced Excel functions. principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; local, state and federal rules and regulations governing payroll processing and distribution; and ability to plan and manage projects independently; ability to establish and maintain successful relationship with staff and customers; excellent written and oral communication skills; basic supervisory principles and practices.

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### **EDUCATION AND EXPERIENCE**

Any combination of education and/or experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

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Experience: Five (5) years of responsible payroll experience. At least two (2) years of the required experience must have been in a lead or supervisory capacity.

Education: B.A. degree or the equivalent from an accredited college or university with major coursework in Accounting, Finance, Public Administration, or a closely related field.

**PAYROLL SUPERVISOR SURVEY**

<b>CITY</b>	<b>EQUIVALENT TITLE</b>	<b>MINIMUM QUALIFICATIONS</b>	<b>PROPOSED</b>
ALAMEDA	FINANCE SUPERVISOR	Any combination of education and experience equivalent to 4 years experience and a Bachelor's degree	
SAN MATEO	PAYROLL SUPERVISOR	Any combination of education and experience equivalent to 3 years experience and a Bachelor's degree. Payroll Professional certification desirable	
HAYWARD	FINANCE SUPERVISOR	Any combination of education and experience equivalent to 4 years experience and a Bachelor's degree	
S. SAN FRANCISCO	PAYROLL ADMINISTRATOR	Any combination of education and experience equivalent to 4 years experience and a Bachelor's degree	
<b>RICHMOND</b>	<b>PAYROLL SUPERVISOR</b>	<b>5 years lead Payroll experience, Bachelors Degree required. Payroll Professional Certification desirable-must be attained within one year</b>	<b>Any combination of education and experience equivalent to 5 years lead Payroll experience and a Bachelor's degree.</b>
CONCORD	PAYROLL SPECIALIST	Any combination of education and experience equivalent to 4 years experience and graduation from High School	
VALLEJO	PAYROLL SUPERVISOR	Any combination of education and experience equivalent to 5 years experience and a Bachelor's degree. Payroll Professional certification desirable must be attained within one year	
PALO ALTO	PAYROLL ANALYST	2 years Payroll Experience	
SAN LEANDRO	PAYROLL SPECIALIST	Any combination of education and experience equivalent to 3 years experience and an AA degree	