



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 371.4

Job Title: **PAYROLL SUPERVISOR**

Pay Grade: 17

### **GENERAL SUMMARY:**

Supervises and performs complex clerical and accounting duties in the administration of city vacation and sick leave policies, payroll preparation, P.D. Form 201's, processing of Worker's Compensation paperwork and retirements.

### **RESPONSIBILITIES:**

- Schedules, trains, and evaluates clerical employees involved in department payroll preparation and record keeping, preparation of P.D. Form 201, Worker's Compensation and retirements.
- Oversees maintenance of department employees' accrued vacation and sick leave records, of employees on leave without pay and on Worker's Compensation records.
- Answers inquiries from employees regarding vacation and sick leave status, benefits, leaves of absence, Worker's Compensation, retirements, 201's and other payroll matters.
- Coordinates preparation of manual payroll checks; issues final payroll checks with required authorization; develops payroll supplements as necessary.
- Requisitions department equipment and supplies; audits department invoices and prepares vouchers for payment.
- Assists in department budget preparation and monitoring.
- Assists in developing and revising departmental policies and procedures.
- Performs other duties as necessary.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level.

#### **EXPERIENCE:**

Four years of payroll/payroll-related experience are required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hiring, terminations and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Payroll Clerk  
Senior Payroll Clerk  
Payroll Supervisor

*Effective: October 1990*

*Revised: March 1992*