



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 371.8

Job Title: **SENIOR CENTRAL PAYROLL CLERK**

Pay Grade: 15

### **GENERAL SUMMARY:**

Provides complex processing of payroll data for Central Payroll. Performs accounting and balancing of payroll/personnel matters for all City departments. Compiles payroll statistics and data for management reports. Processes and communicates benefit procedures and information to employees and departmental payroll sections. Responsible, directly or through lower-level Central Payroll Clerks, for processing all changes in employee payroll status. May perform a lead role for Central Payroll Clerks.

### **RESPONSIBILITIES:**

- Maintains City payroll/personnel records. Distributes payroll-related reports to all user departments, the Human Resources Department and the Controller's Office.
- Coordinates administration of the City's child support program. Analyzes court orders to set up deductions and prepares related legal correspondence. Interacts with Legal Department.
- Performs data entry activities for processing personnel actions initiated by departments; enters exceptions to payroll.
- Processes manual payroll checks: reviews requests initiated by departments, prepares checks, enters information into payroll system, and maintains a record of transactions.
- Balances deduction reports and prepares payment vouchers for all employee deductions.
- Prepares, issues, and maintains forms/information for tax reporting purposes.
- Reviews personnel action entries made by departments.
- Handles inquiries from departmental payroll sections and employees regarding payroll, personnel, retirement, worker's compensation and benefit issues.
- Acts as the City's liaison to the Texas Attorney General's Office and the County District Clerk's Office in payroll-related matters.
- Maintains records on employees on injury leave (Worker's Compensation) and monitors departmental processing of salary continuation.
- Reviews Payroll edit (system-wide/city-wide) for errors and makes corrections as necessary.
- Reviews and processes various payroll forms such as supplemental check requests. Verifies correctness of payroll tax calculations.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires specialized training in payroll, accounting or other related area that might normally be acquired through up to 18 months of education or training beyond the high school level.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Two years of payroll/payroll-related experience are required, preferably within a City department.

### **COMPLEXITY:**

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

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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 occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **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:**

Central Payroll Clerk  
Senior Central Payroll Clerk  
Central Payroll Supervisor

*Effective Date: June 1991*

*Revised Date: July 1999*