



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 371.9

Job Title: **CENTRAL PAYROLL SUPERVISOR**

Pay Grade: 20

### **GENERAL SUMMARY:**

Supervises Central Payroll employees and performs complex clerical and accounting duties in the development and administration of City payroll and payroll tax preparation, vacation and sick leave policies, P.D. Form 201's, processing of Worker's Compensation paperwork and retirements. Balances reports and reviews information, which is City-wide in scope, relating to payroll and payroll tax.

### **RESPONSIBILITIES:**

- Schedules, trains and evaluates employees involved in City payroll preparation.
- Performs accounting and review of personnel payroll matters for all departments.
- Prepares, reviews and signs vouchers for child support, vendors, and Worker's Compensation.
- Balances and distributes monthly and quarterly reports.
- Supervises the data entry for all personnel actions, deductions and manual payroll checks.
- Oversees and participates in tax reporting and employment tax processing. Prepares quarterly payroll tax reports to I.R.S. and T.E.C.
- Oversees the maintenance of all City employees' accrued vacation and sick leave records, of employees on leave without pay and of City employees' Worker's Compensation records.
- Balances and reviews various reports and forms which contain City-wide payroll information.
- Coordinates preparation of supplemental payroll checks.

### **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, preferably within the City environment.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

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

Central Payroll Clerk  
Senior Central Payroll Clerk  
Central Payroll Supervisor

*Effective: June 1991*

*Revised: September 1994*