

# CITY PAYROLL SPECIALIST

Recruitment #2103-0339DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	COMPTROLLER
<b>Open Date</b>	4/5/2021 3:35:00 PM
<b>Filing Deadline</b>	4/19/2021 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

**THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY**

## PURPOSE

Under the direction of the Payroll Manager, the City Payroll Specialist edits, processes, and pre-audits all data required for the proper operation of the City's Human Capital Management System (HCM) to ensure the timely and accurate processing of payroll payments to approximately 7,500 City employees. The payroll staff in the Comptroller's Office, including the incumbent in this position, is the final authority ensuring compliance with the provisions of labor agreements and ordinances covering sworn personnel, non-represented personnel and management.

## ESSENTIAL FUNCTIONS

### Payroll Processing, Audit and Review

- Edit and audit all employee time records, including retroactive and special payments, to ensure that pay is properly computed in accordance with City of Milwaukee ordinances and union agreements.
- Assist City-wide department payroll personnel and managers regarding proper methods for processing employee payments through HCM; adjust and correct leave balances; answer questions and resolve problems related to employee pay, deductions, leave balances, and other related issues.
- Assist in maintaining all garnishment records inclusive of HCM entries, analyzing court records, calculating withholding, limits, and priority; communicate with affected employees and law offices.

- Review and verify payroll deduction authorizations and updates and related employee records, using HCM.
- Provide extensive filing and maintenance of confidential records inclusive of W-4, WT-4, garnishment records, union dues authorizations, political cards, and direct deposit authorizations.
- Create, run, and maintain queries in HCM to be used to analyze and resolve biweekly payroll problems.
- Audit and approve all adjustment cards (1,500-2,500 per pay period) in Citytime-Adjustments and review aggregate adjustment reports.
- Pre-audit and input biweekly commuting mileage forms submitted from various departments to HCM and spreadsheet.
- Prepare terminal leave control list to ensure eligibility for payment; cancel appropriate deductions.
- Audit jury duty, military leave and accrued donor documents to ensure eligibility and proper payment; make updates and entries to related records.
- Serve as the Comptroller's departmental payroll staff and perform functions such as making additions and updates to Comptroller employees' job, personal, pay progression, and adjustment data in HCM; prepare and process personnel reports and requisitions; and send reminders for probation and pay progression reviews.

### **Data Management and Records Retention**

- Maintain summary records for records retention and various payroll-related spreadsheets; sort and distribute payroll reports.
- Examine and inventory payroll checks before delivery to the Treasurer's Office.
- Prepare reconciliation letters for distribution (i.e., external agencies).

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **CONDITIONS OF EMPLOYMENT**

- Due to the time-sensitive nature of the processing of the City's payroll, the City Payroll Specialist must be willing and able to work beyond standard business hours as needed.
- The standard schedule for this position includes working Monday through Friday, 8:00am to 4:45pm, with a 45-minute unpaid lunch break.

- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

## MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of office support experience performing duties related to the position, including payroll functions.

*Equivalent combinations of education and experience may be considered. For example, an Associate Degree in accounting may be substituted for up to two years of the experience.*

NOTE: If you are seeking a substitution, college transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. The transcript must be legible and include your name, the school name, classes with credits received, degree awarded, and date awarded (if applicable).

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of enterprise automated payroll systems and familiarity with payroll data.
- Knowledge of mathematics and accounting related to complex payroll functions; ability to make accurate calculations.
- Proficiency using standard computer software and programs such as word processing, spreadsheet, and financial software systems and databases.
- Ability to read, interpret, and apply information based upon work-related documents.
- Analytical skills to gather, research and review information to determine trends and offer solutions.
- Ability to work independently and function as part of a team when necessary.
- Attention to detail to review the work of others and to ensure accuracy in work and compliance.

### Communication and Interpersonal

- Verbal communication skills to convey technical information to both other financial professionals and to those outside the profession.

- Written communication skills to prepare clear and concise business correspondence and reports.
- Ability to effectively communicate with city employees, management, other department payroll personnel and banking institutions, in person, over the phone and in writing.
- Ability to maintain professionalism in adverse communication situations.
- Interpersonal skills to cooperatively, effectively, and fairly work with coworkers and other City employees whose backgrounds may differ from one's own.
- Customer service skills to capably assist employees, payroll assistants, and City managers with payroll inquiries or problems.

### **Judgement and Responsibility**

- Ability to plan and organize work in order to meet strict deadlines.
- Ability to adhere to accepted payroll guidelines, be trustworthy, and maintain the confidentiality of privileged information.

### **CURRENT SALARY**

The current salary range (PG 2DN) is **\$47,095-\$59,498** annually, and the resident incentive salary range for City of Milwaukee residents is **\$48,508-\$61,283** annually. *Appointment will be made in accordance with the provisions of the salary ordinance.*

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Comptroller's Office reserves the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

*NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*

### **ADDITIONAL INFORMATION**

#### **APPLICATION PROCEDURE**

- Applications and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

EEO = 603

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*