

June 11, 2020

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting  
Thursday, June 18, 2020  
1:30 p.m., Council Chambers  
County-City Building

### AGENDA

ITEM 1: Approval of minutes from the October 17, 2019 and February 20, 2020 meetings

ITEM 2: Request to create the following classification:

<u>CLASS</u> <u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY GRADE</u>
1136	Payroll Clerk	X13 (\$43,744.48 - \$54,631.20)

ITEM 3: Request to change the title of the following classifications:

<u>CLASS</u> <u>CODE</u>	<u>CURRENT</u> <u>CLASS TITLE</u>	<u>PROPOSED</u> <u>CLASS TITLE</u>
2020	City Engineer	Assistant Director of Transportation (W04)
2024	Public Works Assistant Director	Assistant Director of Utilities (W04)

ITEM 4: Miscellaneous Discussion

PC: City Clerk  
Brandon Kauffman  
Elizabeth Elliott

#### ACCOMMODATION NOTICE

*The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.*

## PAYROLL CLERK

### NATURE OF WORK

This is responsible work performing payroll duties for the City's payroll system.

Work involves assisting with various payroll functions necessary to ensure correct payment of wages to City employees; audit and review employee time and leave transactions; assists employees and supervisors on payroll questions and procedures. Work also involves assuring compliance with local, State and Federal regulations. Work is performed within established guidelines and procedures and under the general supervision of the Payroll Administrator.

### EXAMPLES OF WORK PERFORMED

Audits and reviews time and labor records for compliance with established standards; processes accurate employee payments; assists employees and supervisor with questions relating to time recording issues and assists with making any needed adjustments/corrections.

Audits and reviews approved absence requests for accurate recording and reconciliation to time system; assists departments and employees with making adjustments/corrections to employee absence records.

Assists employees with self-service questions related to W-4 entry/changes and direct deposit and audit for compliance.

Reviews wage and overtime payments to ensure accurate employee payments; reconciles and verifies employee leave balances.

Develops and reviews reports to be used to monitor absence, time and labor, benefit and payroll information.

Reviews health, dental and vision insurance billings; reviews and processes monthly billings; balance fringe benefit accounts.

Assists with testing prior to quarterly payroll updates from software provider.

Reviews HR benefits workflow report that shows changes to employee insurance coverage and confirm insurance amounts are correct; makes changes and follows up with HR if necessary.

Creates and enters payment vouchers in the City Financial System.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and experience in computerized payroll systems.

Knowledge of municipal codes, ordinances, regulations, rules, labor contracts, insurance plans, pension plans, various other deductions and earnings, and established policies as they relate to pay and benefits.

Knowledge of current payroll practices and procedures.

Knowledge of governmental regulations regarding payroll taxes.

Knowledge of modern office practices, procedures, equipment and standard business office techniques.

Ability to accurately maintain payroll records and to prepare reports from such records.

Ability to perform work within established guidelines and procedures.

Ability to understand and carry out complex oral and written instructions.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to analyze and evaluate payroll problems and develop and recommend effective measures.

Ability to establish and maintain effective working relationships with co-workers and the general public.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by coursework in accounting and 2 years of experience working with payroll or financial systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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