

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 52  
**Fiscal Year:** 2009/2010  
**Posted Date:** June 24, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION(S):***  
***(Draft job specifications attached.)***

<b>Item #</b>	<b>Class/Title</b>
1	1220 Payroll Clerk

<b>Item #</b>	<b>Class/Title</b>
2	1222 Senior Payroll And Personnel Clerk

<b>Item #</b>	<b>Class/Title</b>
3	1224 Principal Payroll And Personnel Clerk

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: PAYROLL CLERK  
Job Code: 1220**

**INTRODUCTION**

Under supervision, is responsible for calculating and posting payroll and timekeeping information of a routine nature. The essential functions include: inputting data regarding payroll, timekeeping and personnel information into an automated or manual system; preparing a variety of payroll/personnel related forms, memos, reports, and other correspondence; providing clerical support to departmental staff; analyzing and interpreting computer reports in order to respond to employee payroll problems and discrepancies; providing information to employees and other departmental staff regarding routine timekeeping and payroll inquiries; maintaining files and records; providing accurate and complete documentation of payroll/personnel transactions in hard copy; analyzing and interpreting economic provisions of collective bargaining agreements; and performing related duties as required. The nature of work may require mandatory overtime including nights, weekends, and holidays.

**DISTINGUISHING FEATURES**

The 1220 Payroll Clerk is the entry-level position in this series. This job code is distinguished from the 1222 Senior Payroll and Personnel Clerk by the latter's supervisory responsibility and responsibility for performing the more difficult work involved in the complex function or issues of a payroll and/or personnel unit.

**SUPERVISION EXERCISED:** None

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Calculates, posts and audits payroll and timekeeping information, utilizing basic mathematical techniques in order to document and assure the accuracy of employee work hours, vacation hours, sick pay credits, leave credits, State Disability Insurance, Worker's Compensation and other related calculations.
2. Inputs data into an automated system regarding payroll, timekeeping and personnel information to maintain accurate and up-to-date records.
3. Provides courteous, flexible and satisfactory customer service by responding to routine timekeeping and payroll inquiries, making changes to employees information, resolving discrepancies and/or clarifying procedures for employees, supervisors, managers and others, both in person and over the telephone.
4. Prepares a variety of forms, correspondence, inter-departmental memos, input documents and problem reports to provide departmental payroll/personnel support.
5. Maintains detailed files and record-keeping systems to assure accurate and complete documentation of payroll/personnel transactions in original copy.

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**Title: PAYROLL CLERK  
Job Code: 1220**

6. Receives, bursts, distributes and files payroll/personnel related reports.

**IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the overall operations of a payroll/personnel department, including activities relating to wages, salaries, attendance, employee benefits (i.e., State Disability Insurance and Worker's Compensation); the automated processing of payroll, timekeeping and personnel transactions; and basic mathematical concepts

Ability to: analyze problems and discern discrepancies related to payroll and timekeeping matters; accurately and rapidly perform mathematical calculations by hand and by machine; relate tactfully and effectively with others; communicate clearly and effectively in routine and stressful situations; prepare a variety of payroll documents and records; input data accurately into an automated system; and comprehend and interpret procedural and other information relating to payroll operations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. One (1) year verifiable experience preparing, calculating and maintaining employee payroll records; OR
- 2 Six (6) months verifiable experience preparing, calculating and maintaining employee payroll records AND completion of 15 semester / 22 ~~six (6) semester or equivalent~~ quarter units ~~of coursework in Business Administration~~ from an accredited college, university or business school with a minimum of 6 semester / 9 quarter units in business administration; OR
3. ~~Successful~~ Completion of 30 semester / 45 quarter ~~twelve (12) semester or equivalent~~ quarter units ~~in Business Administration~~ from an accredited college, university or business school with a minimum of 12 semester / 18 quarter units in business administration; OR
4. Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association; ~~AND~~
5. ~~Ability to type 25 words per minute net.~~

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

To: Senior Payroll and Personnel Clerk

**ORIGINATION DATE:** 4/24/72,

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: PAYROLL CLERK  
Job Code: 1220**

**AMENDED DATE:** 3/21/01, 04/23/07, 6/24/10

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN

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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: SENIOR PAYROLL AND PERSONNEL CLERK  
Job Code: 1222**

**INTRODUCTION**

Under general supervision, the Senior Payroll and Personnel Clerk is responsible for calculating, reviewing, verifying and posting complex payroll, timekeeping and personnel information; inputting data regarding personnel, payroll and timekeeping into a manual or automated system; generating and reviewing a variety of automated reports on a routine basis, detecting and responding to due dates, errors, and discrepancies; and reading, analyzing and interpreting Memoranda of Understanding (MOU's) for represented employee organizations.

**DISTINGUISHING FEATURES**

The 1222 Senior Payroll and Personnel Clerk is the advanced-journey-level position in this series. This job code is distinguished from the 1220 Payroll Clerk by its supervision of payroll clerks and other clerical positions and responsibility for performing the more difficult work involved in the complex function or issues in a payroll and/or personnel unit.

**SUPERVISION EXERCISED:** May supervise 1220 Payroll Clerks and other clerical staff.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. May supervise payroll/personnel clerks and other clerical staff by training, evaluating, providing daily direction and verifying accuracy of work; also, may counsel or coach employees to resolve disciplinary problems; provides documentation and drafts recommendations for performance evaluations
2. Calculates, posts and may audit complex payroll and timekeeping information, utilizing basic mathematical techniques and data coding or data input in order to document and assure the accuracy of employee hours and/or leave credits.
3. Inputs payroll, timekeeping and personnel information data into automated system to maintain accurate and up-to-date record-keeping.
4. Analyzes and interprets computer output reports in order to respond to employees' payroll problems and discrepancies; generates, reviews and maintains a variety of automated reports such as promotions, increments and other related reports on a routine basis; responds to due dates for time-limited actions and notifies supervisor or follow-up activities, corrects record discrepancies.
5. Responds to employee and departmental complaints/inquiries, in person, in writing or by telephone to resolve payroll/personnel transaction issues.
6. Prepares forms, correspondence, inter-departmental memos, inputs documents, problem reports concerning payroll/personnel transactions, employment and credit references and

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**Title: SENIOR PAYROLL AND PERSONNEL CLERK  
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verifications.

7. Prepares and records routine payroll/personnel transactions to employee records such as separation reports, leaves, and other related payroll/personnel documents; maintains records of pay rate changes.
8. Receives, bursts, distributes and files payroll/personnel related reports; maintains detailed files and recordkeeping systems to assure accurate and complete documentation of payroll/personnel transactions in original copy.
9. May participate in running the check-signing machine for check distribution purposes.
10. Performs related duties as required.

**IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: the overall operations of a payroll/personnel department, including activities relating to wages, salaries, attendance, employee benefits (i.e., State Disability Insurance and Worker's Compensation), automated payroll system and other payroll/personnel transactions.

Ability to: problem-solve, perform calculations, provide direction, training and support to payroll, personnel and other clerical employees; provide documentation and recommendations for performance evaluations; relate tactfully and effectively with others, work under stressful situations, communicate clearly and effectively in routine and stressful situations; prepare a variety of payroll and personnel documents and records, including data input; comprehend and interpret procedural and other information relating to payroll and personnel operations.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

Two (2) years of ~~verified~~ verifiable experience preparing, calculating and/or maintaining ~~employee~~ payroll and/or personnel records; OR

One (1) year ~~verified~~ of verifiable experience preparing, calculating and/or maintaining ~~employee~~ payroll and/or personnel records AND ~~EITHER- successful~~ completion of ~~twelve (12) semester~~ 30 semester / 45 quarter units ~~of coursework in Business Administration~~ from an accredited college, university or business school with a minimum of 12 semester / 18 quarter units in business administration; AND

~~Ability to type 35 wpm.~~

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Title: SENIOR PAYROLL AND PERSONNEL CLERK  
Job Code: 1222

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: Principal Payroll and Personnel Clerk

From: Payroll Clerk, Personnel Clerk

ORIGINATION DATE: 2/23/61

AMENDED DATE: 3/10/00, 6/24/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: PRINCIPAL PAYROLL AND PERSONNEL CLERK  
Job Code: 1224**

**INTRODUCTION**

Under direction, is responsible for directing the activities of a group of subordinates engaged in the preparation of employee payrolls and the maintenance of employee personnel records; performs difficult and responsible clerical and office supervisory work in connection therewith; and performs related duties as required. Requires responsibility for: interpreting, enforcing and carrying out existing methods and procedures and assisting in the development of new office procedures and techniques for the unit supervised; making regular contacts with other departmental personnel and representatives of outside organizations to furnish and obtain information, explain procedures and regulations related to payroll activities; supervising the preparation and maintenance of important and detailed payroll and personnel records and reports.

**DISTINGUISHING FEATURES**

The 1224 Principal Payroll and Personnel Clerk oversee the activities of staff in the preparation of employee payrolls and/or the maintenance of employee personnel records in this series. This job code is distinguished from the 1222 Payroll Clerk in that the latter supervises a larger unit of clerical staff, performs more independently and/or provides specialized information that is more complex in nature.

**SUPERVISION EXERCISED:** Supervises 1222 Senior Payroll and Personnel Clerk and other staff

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Plans, assigns and directs the work of subordinate employees engaged in the preparation of timerolls and the preparation and maintenance of employee personnel records; instructs new employees as to departmental methods and procedures.
2. Reviews and approves timerolls and all documents relating to personnel transactions.
3. Serves as departmental liaison with the civil service commission, controller, retirement, health service and other offices in connection with the processing of personnel forms and records; confers with representatives of the civil service commission, controller's office, health service and retirement systems in connection with the various rules and regulations applicable to subordinate personnel.
4. May prepare personal service and related budget statistics data; maintains payroll expenditure records for budget, allotment and employee requisitioning purposes.
5. Prepares and supervises the preparation of replies to inquiries of other city departments and outside organizations in connection with departmental personnel.



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: PRINCIPAL PAYROLL AND PERSONNEL CLERK  
Job Code: 1224**

**IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: modern office methods, techniques and procedures and ordinary operations and uses of office machines and equipment; existing payroll and record keeping procedures and applicable laws, rules and regulations.

Ability to: assign and supervise the work of subordinates; make rapid and accurate mathematical calculations by hand or machine; maintain a variety of detailed records and prepare a variety of reports from such records; type neatly and accurately.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

1. Two (2) years of verifiable experience preparing, calculating and maintaining payroll and/or personnel records; AND One (1) year of verifiable experience supervising staff preparing and/or maintaining payroll and/or personnel records; OR
2. Four (4) years of verifiable experience preparing, calculating and maintaining payroll and/or personnel records;

Substitution: Completion of 60 semester / 90 quarter units from an accredited college, university or business school with a minimum of 24 semester / 36 quarter units in business administration may substitute for up to two (2) years of the non-supervisory experience listed in Minimum Qualification #1 or #2;

~~Requires completion of four years of high school, supplemented by at least seven years of progressively responsible clerical and office experience in the preparation of detailed and complex payrolls and the preparation and maintenance of personnel records and reports, including at least three years of responsible supervisory experience; or an equivalent combination of training and experience.~~

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

To: Chief Clerk, Chief Payroll and Personnel Clerk

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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: PRINCIPAL PAYROLL AND PERSONNEL CLERK  
Job Code: 1224**

From: Senior Payroll and Personnel Clerk, Senior Personnel Clerk, Principal Clerk

**ORIGINATION DATE:** 6/1/61

**AMENDED DATE:** 6/24/10

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN

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