

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

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

Posting No: 26
Fiscal Year: 2017/2018
Posted Date: 02/16/2018
Reposted Date: 05/08/2018

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	1222	Senior Payroll and Personnel Clerk
2	1224	Principal Payroll and Personnel Clerk

RETITLE AND AMEND THE FOLLOWING JOB CODE(S):
(Job specification(s) attached)

Item #	Job Code	Former Title	New Title
1	1220	Payroll Clerk	Payroll and Personnel Clerk

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

Title: Payroll and Personnel Clerk
Job Code: 1220

DEFINITION

Under general supervision, **the 1220 Payroll and Personnel Clerk** is responsible for calculating, and preparing posting payroll, and timekeeping information, **and processing personnel transactions** 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. *The 1220 Payroll and Personnel Clerk is the entry/journey-level position in this series.*

DISTINGUISHING FEATURES

*The 1220 Payroll Clerk is the entry-level position in this series. This job code **The 1220 Payroll and Personnel Clerk** 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

EXAMPLES OF 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; utilizes 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 *payroll, timekeeping, and personnel information* data into an automated systems 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, **and personnel** inquiries; makes changes to employees information, resolving discrepancies and/or clarifying procedures for employees, supervisors, managers and others, both in person and over the telephone; *analyzes and interprets economic provisions of collective bargaining agreements.*

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Payroll and Personnel Clerk
Job Code: 1220

4. Prepares a variety of payroll and personnel-related 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~~ ensure accurate and complete documentation of payroll and personnel transactions in original copy.
6. Receives, ~~bursts,~~ distributes and files payroll and personnel related reports.

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the overall operations of a payroll/personnel department, including activities relating to wages, salaries, attendance, employee benefits (~~i.e.e.g.~~, State Disability Insurance and Worker's Compensation); the automated processing of payroll, timekeeping and personnel transactions; and basic mathematical concepts; and basic computer applications, such as e-mail, word-processing and spreadsheets software.

Ability and Skill 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 read,~~ comprehend and interpret documents procedural and other information relating to payroll and personnel operations; organize, prioritize, and maintain attention to details under routine deadline.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.)

Education:

Experience:

1. ~~One (1) year verifiable experience preparing, calculating and maintaining employee payroll~~ and/or personnel records; ~~OR,~~

License and Certification:

Substitution:

2. ~~Six (6) months verifiable experience preparing, calculating and maintaining employee payroll records AND completion of 15 semester / 22 quarter units from an accredited college, university or business school with a minimum of 6 semester / 9 quarter units in business administration;~~ ~~OR~~

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Payroll and Personnel Clerk
Job Code: 1220

3. Completion of thirty (30) semester / forty-five (45) quarter units of coursework from an accredited college, university or business school, with a minimum of twelve (12) semester / eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for the required experience.; OR

4. Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association

SUPPLEMENTAL INFORMATION

The nature of work may require mandatory overtime including nights, weekends, and holidays.

PROMOTIVE LINES

FROM:

TO: 1222 Senior Payroll and Personnel Clerk

ORIGINATION DATE: 04/24/1972

AMENDED DATE: 03/21/01; 04/23/07; 07/06/10; 05/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Payroll and Personnel Clerk
Job Code: 1222

DEFINITION

Under general supervision direction, the 1222 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.~~ The 1222 Senior Payroll and Personnel Clerk is the advanced-journey-level position in this series.

DISTINGUISHING FEATURES

~~The 1222 Senior Payroll and Personnel Clerk is the advanced-journey-level position in this series.~~ This job code Class 1222 Senior Payroll and Personnel Clerk is distinguished from the class 1220 Payroll and Personnel 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 serve as lead worker over 1220 Payroll and Personnel Clerks and other clerical staff.

EXAMPLES OF 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 Serves as a lead worker over payroll and/ 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, records posts and may audits complex payroll and timekeeping information into systems; ~~utilizing basic mathematical techniques and data coding or data input in order to documents, and assure~~ ensures the accuracy of employee hours, ~~and/or leave credits, pay rate changes, and other related payroll and/ personnel documents.~~
3. ~~Inputs payroll, timekeeping and personnel information data into automated system to maintain accurate and up-to-date record-keeping.~~ Analyzes and interpreting Memoranda of Understanding (MOU's) for represented employee organization economic provisions of collective bargaining agreements.
4. Generates, Analyzes, and interprets, and maintains variety of computer output reports in order to respond to employees' payroll and personnel problems and discrepancies; ~~generates, reviews and maintains a variety of automated reports such as promotions, increments and other~~

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

**Title: Senior Payroll and Personnel Clerk
Job Code: 1222**

~~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 and/ personnel transaction issues.

6. Prepares forms, correspondence, inter-departmental memos, inputs documents, problem reports concerning payroll and/ personnel transactions, employment and credit references and verifications.

7. Prepares and records routine payroll and/ 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 and/ 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.~~

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: the overall operations of a payroll/personnel department, including activities relating to wages, salaries, attendance, employee benefits (i.e. e.g., State Disability Insurance and Worker's Compensation), automated payroll system and other payroll/personnel transactions: **basic mathematical concepts; and basic computer applications, such as e-mail, word-processing and spreadsheets software.**

Ability and Skill 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; read, comprehend and interpret procedural documents ~~and other information~~ relating to payroll and personnel operations: **organize, prioritize, and maintain attention to details under routine deadline; and accurately and rapidly perform mathematical calculations by hand and by machine.**

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.)

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Payroll and Personnel Clerk
Job Code: 1222

Education:

Experience:

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

License and Certification:

Substitution:

~~One (1) year experience preparing, calculating and maintaining payroll and/or personnel records~~
AND - Completion of thirty (30) semester / forty-five (45) quarter units of coursework from an accredited college, university or business school, with a minimum of twelve (12) semester / eighteen (18) quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for one (1) year of the required experience; OR

Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association may substitute for one (1) year of -the required experience.

SUPPLEMENTAL INFORMATION

The nature of work may require mandatory overtime including nights, weekends, and holidays.

PROMOTIVE LINES

FROM: 1220 Payroll and Personnel Clerk

TO: 1224 Principal Payroll and Personnel Clerk,

ORIGINATION DATE: 02/23/1961

AMENDED DATE: 03/10/2000; 07/6/2010; **05/XX/2018**

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Payroll and Personnel Clerk
Job Code: 1224

DEFINITION

Under general direction, the 1224 Principal Payroll and Personnel Clerk is responsible for directing the activities of supervising 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 Senior Payroll and Personnel Clerk in that the latter former supervises a larger unit of clerical staff, performs more independently and/or provides specialized information that is more complex in nature.~~

SUPERVISION EXERCISED

Supervises subordinate ~~1222 Senior Payroll and Personnel Clerk and other staff.~~

EXAMPLES OF 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 payroll, and timekeeping information, ~~time rolls~~ and the preparation and maintenance of employee personnel records; trains, and instructs new employees, ~~as to departmental methods and procedures.~~
2. Reviews and approves ~~time rolls~~ and all documents relating to payroll and personnel transactions; analyzes and interprets economic provisions of collective bargaining agreements.
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~~ Prepares personal service and related budget statistics data; maintains payroll expenditure records for budget, allotment and employee requisitioning purposes.
5. Prepares and ~~supervises~~ oversees 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

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; **basic mathematical concepts; and basic computer applications, such as e-mail, word-processing and spreadsheets software.**

Ability and Skill 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; **problem-solve, provide direction, training and support to subordinate employees; communicate clearly and effectively; read, comprehend and interpret procedural documents relating to payroll and personnel operations; and organize, prioritize, and maintain attention to details under routine deadline.**

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

~~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

Four (4) years of verifiable experience preparing, calculating and maintaining payroll and/or personnel records.

License and Certification:

Substitution:

Completion of ~~60~~**thirty (30)** semester / ~~90~~**forty-five (45)** quarter units of coursework from an accredited college, university or business school with a minimum of ~~24~~**twelve (12)** semester / ~~36~~**eighteen (18)** quarter units of coursework in business administration, accounting, mathematics, human resources, or a closely related field may substitute for up to ~~two (2)~~**one (1)** years of the non-supervisory required experience listed in Minimum Qualification #1 or #2; **OR**

Possession of a Certified Payroll Professional (CPP) Certificate issued by the American Payroll Association may substitute for one (1) year of the required experience.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: Principal Payroll and Personnel Clerk
Job Code: 1224

SUPPLEMENTAL INFORMATION

The nature of work may require mandatory overtime including nights, weekends, and holidays.

PROMOTIVE LINES

FROM: 1222 Senior Payroll and Personnel Clerk

TO: 1226 Chief Payroll and Personnel Clerk

ORIGINATION DATE: 06/1/1961

AMENDED DATE: 07/6/2010; 05/XX/2018

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.

BUSINESS UNIT(S):

COMMN SFMTA SFCCD SFUSD