

**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:** 28  
**Fiscal Year:** 2018/2019  
**Posted Date:** 05/06/2019  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	1218	Payroll Supervisor

**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](mailto: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.

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 Supervisor  
Job Code: 1218

### DEFINITION

Under general direction, the 1218 Payroll Supervisor is responsible for planning and administering the activities of a large, varied and complex payroll division; performing highly difficult and responsible payroll, certification and office supervisory work in connection therewith; and performs related duties as required.

~~Requires major responsibility for: Interpreting, coordinating and enforcing existing methods and procedures; developing new procedures and techniques to improve the operations of the unit supervised; making regular responsible contacts with departmental personnel, representatives of outside organizations and others to explain and interpret special procedures and regulations on payroll and certification operations and related matters; supervising and training employees in the preparation, review and maintenance of a variety of complex payroll, personnel and related records and reports.~~

### DISTINGUISHING FEATURES

The 1218 Payroll Supervisor is distinguished from the 1226 Chief Payroll and Personnel Clerk in that the former is the managerial position responsible for compliance and large projects, while the latter focuses on supervising, maintaining, and controlling records and developing procedures.

### SUPERVISION EXERCISED

Supervises payroll subordinates for a large, complex division or department.

### 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 reviews the duties of subordinate employees engaged in the preparation of time rolls, payroll and personnel records and related reports.
2. ~~Supervises~~ Oversees the overall operation of the certification division; reviews the certification of eligible from lists, the processing of appointments and coordinates same with the payroll audit division.
3. Interprets pertinent labor contract provisions, charter and administrative code provisions, civil service rules, annual salary and salary standardization ordinances, departmental rules and other documents governing employee's pay and benefit rights; provides written and oral explanations to management, union officials and employees.
4. Participates in conferences and staff meetings relating to departmental activities, civil service rule changes and new procedures to improve payroll operations; participates in meetings regarding electronic data processing and its application to payroll and personnel operations.
5. Confers with the Controller's office, departmental representatives, Health Service System and Retirement System in connection with the interpretation and application of various laws, codes, rules, accounting controls and other matters pertaining to payroll operations.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Modern office methods and procedures and the operation and use of office machines and equipment; payroll preparation and record keeping procedures applicable laws, ordinances, policies, rules and regulations governing the preparation and process of payroll and personnel records and reports; and

~~Requires knowledge of~~ electronic data processing application to payroll operations.

**Ability or Skill to:** Develop policy for a complex payroll function in a large systems; develop constructive changes and initiative to continually meet payroll deadlines for a large department; ability to supervise the work of subordinates; maintain a variety of complex payroll and personnel records and prepare important reports ~~thereform.~~

**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:**

~~Requires completion of four years of high school, supplemented by at least ten **Five (5)** years of progressively responsible clerical and office experience in the preparation and maintenance of detailed and complex payroll and personnel records and reports, including at least **four (4)** five years of responsible supervisory experience; or an equivalent combination of training and experience;~~

**License and Certification:**

**Substitution:**

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 non-supervisory 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 non-supervisory experience.

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SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: No normal lines of promotion

From: ~~4246 Principal Time Roll Audit Clerk~~  
1226 Chief Payroll and Personnel Clerk

ORIGINATION DATE: 05/25/1973

AMENDED DATE: 05/xx/2019

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

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD