

**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: 05
Fiscal Year: 2019/2020
Posted Date: 08/09/2019
Reposted Date: N/A

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

Item #	Job Code	Title
1	1226	Chief 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.

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: Chief Payroll and Personnel Clerk
Job Code: 1226**

DEFINITION

Under general direction, the 1226 Chief Payroll and Personnel Clerk is a second level supervisor responsible for managing the activities of a large, varied and complex payroll/personnel division by supervising, maintaining, and controlling records and developing procedures. ~~The essential job functions include: managing and directing assigned staff performing complex payroll/personnel duties using computerized systems, including the maintenance and control of complicated payroll/personnel records; supervising staff, and assigning and evaluating work; interpreting and implementing policies and procedures; developing and updating procedures and techniques for payroll and related personnel functions; providing customer service, and handling pressure and crisis situations; determining and verifying proper salary payment; reconciling and maintaining position control systems; processing new hires, transfers, leaves of absence, and separations of personnel; preparing payroll/personnel reports, memos, and responses; conferring with other departmental personnel and representatives of outside organizations in connection with the various laws, codes, rules, and regulations applicable to particular departmental payroll/personnel operations; performing difficult, responsible and complex clerical tasks including the recordkeeping of personnel documents; and performing related duties as required.~~

DISTINGUISHING FEATURES

~~The 1226 Chief Payroll and Personnel Clerk is a second level supervisory position that is responsible for supervising, maintaining, and controlling records and developing procedures. This Class 1226 Chief Payroll and Personnel Clerk is distinguished from the 1224 Principal Payroll and Personnel Clerk in that the lower level supervises the day to day responsibilities in a payroll/personnel unit. The 1226 Chief Payroll and Personnel Clerk is further distinguished from the 1218 Payroll Supervisor, in that the latter is a managerial position that is responsible for compliance and large projects.~~

SUPERVISION EXERCISED

Supervises payroll and/or personnel units 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. Manages and directs assigned staff performing complex payroll/personnel duties using computerized systems, including the maintenance and control of complicated payroll/personnel records.
2. Supervises staff, and assigns and evaluates work performed in areas such as time reporting, payroll and personnel processing, human resources functions, and position control systems.
3. Interprets and implements pertinent laws, ordinances, regulations, policies and procedures to clarify and expedite payroll and personnel processing.
4. Develops and updates procedures and techniques for payroll and related personnel

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functions; writes new procedures for the implementation of policies; maintains expenditure records; ~~and~~ may prepare budget and statistical data.

5. Provides customer service, ~~and handles pressure and crisis situations with individuals, such as to~~ employees or members of the general public.
6. Determines and verifies proper salary payment in compliance with prescribed rules and regulations, such as various government codes, charter provisions, and union contracts; ~~and~~ maintains related accounting controls for audit purposes.
7. Reconciles and maintains position control systems; ~~and~~ reviews, updates, and approves the processing of status changes, such as new hires, transfers, leaves of absence, and separations of personnel.
8. Prepares payroll/personnel reports, memos, and responses to correspondence and telephone inquiries regarding a wide variety of salary and payroll/personnel matters.
9. ~~Confers with other departmental personnel and representatives of other agencies/organizations in connection with the various laws, codes, rules, and regulations applicable to particular departmental payroll/personnel operations.~~
10. ~~Performs difficult, responsible and complex clerical tasks, including the recordkeeping of various personnel documents and files.~~
11. ~~9. Performs related duties and responsibilities as assigned.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: ~~C~~ complex payroll and personnel system operations; and applicable laws, ordinances, policies, rules, and regulations.

Ability or Skill to: ~~M~~ manage and plan; supervise, assign, and evaluate staff; **develop constructive changes and continually meet payroll deadlines;** analyze, research, and problem solve; use a computer; establish and maintain effective working relationships; and speak and write in a clear and effective manner.

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:

~~Four (4) years of verifiable supervisory experience directing staff performing duties using a large and complex computerized payroll and personnel system.*~~

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 two (2) years of responsible supervisory experience.

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License and Certification:

Substitution:

~~Possession of a baccalaureate degree from an accredited college or university with major course work in accounting, business administration, or business/management information systems may substitute for one (1) year of the required experience.~~

Completion of thirty (30) semester / forty-five (45) quarter units of coursework, 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.

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.

SUPPLEMENTAL INFORMATION

~~NOTE: *Some positions require extensive knowledge of payroll taxes including the reporting of federal and state taxes.~~

PROMOTIVE LINES

From: 1224 Principal Payroll and Personnel Clerk

To: 1218 Payroll Supervisor

ORIGINATION DATE: 04/20/1961

AMENDED DATE: **08/xx/19**

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

BUSINESS UNIT(S): COMMN, SFCCD, SFMTA, SFUSD