

**TITLE:** PAYROLL/PERSONNEL ASSISTANT I - III

**DEFINITION:** Under general supervision, prepares and processes personnel and payroll transactions and forms for a department, and/or provides technical assistance to other payroll/personnel positions.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Responsible for payroll and personnel duties in a smaller/less complex department; or responsible for payroll or personnel duties in a medium size/complex department.

Grade Level II - Responsible for payroll and personnel duties in a large/more complex department; or responsible for the Payroll or Personnel function in the Police Department.

Grade Level III - Supervise the payroll and/or personnel function in the largest/most complex departments; or act as backup to the Senior Payroll/Personnel Assistant in the processing of all documents for entry into the Payroll/ Personnel System.

**NOTE:** The complexity of departments' payroll and/or personnel functions is determined by considering the following factors; Number of employees, number of part-time employees, number of work schedules, volume of transactions, and types of holiday schedules.

**EXAMPLES OF DUTIES:**

- Operates HRIS data management system;
- Completes Personnel Transaction and Personal Data forms in accordance with established formats;
- Assists employees in the completion of various forms pertaining to insurance programs, retirement system, tax withholding, and other related areas;
- Responds to, explains, and assists with employees and department inquiries pertaining to personnel data management systems, classification and compensation, benefits programs, rules and regulations, policies and procedures, MOUs, and other payroll/personnel related items;
- May prepare Personnel Requisitions and support documentation;
- May coordinate interviews for employment and notification of results;
- Coordinates appointments for physical examinations and fingerprinting;
- Conducts new employee onboarding, new employee orientations and monitors documentation associated with personnel training;

PAYROLL/PERSONNEL ASSISTANT I-III (continued)

Page 2

---

- Coordinates, researches, verifies and enters time and attendance records, and corrects errors;
- Reviews, reconciles, and distributes payroll/personnel reports;
- May coordinate and/or assist with processing and/or monitoring employee leaves to ensure compliance with applicable laws and regulations, policies and procedures, and MOUs.
- Interprets payroll checks;
- Assists with inputting IVOS information pertaining to personnel injuries;
- Organizes and maintains files relative to assigned duties;
- May supervise and/or train personnel;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Knowledge of the forms and procedures associated with an automated system as demonstrated by either Options A, B, or C below:

- A. One year of full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting, and revising data associated with such a system.; or
- B. Experience with the City of Long Beach performing the tasks listed in “A” above for a period equivalent to four months full time.; or
- C. Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with an automated system for a period equivalent to one year full time;

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidates must possess all of the following:

- Knowledge of federal and state laws pertaining to: Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).
- Ability to:
  - Effectively communicate both orally and in writing.
  - Type accurately.
  - Operate a computer including Internet, database and word processing software.
  - Perform mathematical computations utilizing Microsoft Excel, a ten-key adding machine, or equivalent.

PAYROLL/PERSONNEL ASSISTANT I-III (continued)

Page 3

---

Willingness to work overtime, weekend and/or holiday hours.

Positions in the Police Department require the ability to pass a thorough background investigation.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

**HISTORY:**

Revised 06/16/81, 08/19/88, Incorporated portions of Personnel Assistant I, 07/14/79.

Approval/Adoption Dates: 08/19/88 - Human Resources Department  
08/31/88 - Civil Service Commission

Civil Service Commission Approval/Adoption Date: 12/15/2021