

THE MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Payroll Supervisor
SERIES: Accounting and Finance

GRADE: H CODE: 2140
DATE: 1/13/88
REV: 10/1/91

Class Definition

Under direction, supervises the payroll operations of the Commission, including accounting work involving considerable responsibility, complexity and variety. Prepares separate payrolls on a weekly or bi-weekly basis to provide salary payments to different categories of employees on different pay scales and differing categories of deductions. Personally performs the most difficult and complex payroll assignments. This position is the senior operational payroll resource for the Commission with respect to processing of payroll.

Examples of Important Duties

1. Supervises the Payroll Section. Plans, schedules and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
2. Plans and implements work program. Defines goals and objectives for the Payroll Section with Accountant III. Sets standards. Recommends changes in policies and procedures. Applies and enforces tax withholding regulations and Merit System regulations with regard to payroll matters. Coordinates work with other Commission units.
3. In preparing payroll: receives time sheets, personnel action forms and other payroll documents. Audits time sheets to check accuracy and completeness and updates leave records. Receives personnel action forms to update records of employee status (e.g., work hours, job class, pay grade, pay rate); computes weekly and bi-weekly salary (e.g., hours worked times hourly rate, shift differential, overtime, holiday pay). Computes deductions (e.g., taxes, benefits, rent, advance buyback, liens). Calls Commission units to obtain additional information (e.g., proper account numbers, missing data), and resolves discrepancies; sends payroll data to processing unit for data entry; checks accuracy of computer printouts; makes corrections to printouts; drafts fringe benefit vouchers for payment; corrects records; identifies key data, verifies and tests information.
4. Implements payroll portions of the FOP contract. Determines which Park Police Division employees come under applicable

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Examples of Important Duties (Continued)

sections of contract with respect to FICA, leave, group insurance, uniforms allowances, etc.

5. Administers and supervises leave banks for Commission employees and Park Police Division employees. Monitors and verifies leave balances for employees using the leave banks. Makes leave adjustments for member employees and the leave banks.
6. Supervises the Commission's direct deposit program, assuring all data is timely transmitted. Coordinates with participating employees, participating banks and clearinghouse personnel.
7. Assures quality control in the updating of daily leave recording. Supervises computer operation to assure accuracy and timeliness.
8. Reviews all hours worked in excess of forty hours per week to insure compliance with the Fair Labor Standards Act. (Compensatory time vs. overtime, covered employees vs exempt employees.)
9. Responds to inquiries from Commission units and employees regarding status of paychecks, tax withholding, leave accounts, Merit System regulations and other matters related to payroll.
10. Maintains records of time sheets, personnel actions, payroll, and other documents for the section. Writes periodic administrative reports.
11. Investigates significance of changes in Merit System Rules and Regulations and pertinent federal legislation as related to the payroll system, and applies to the payroll process.

Important Worker Characteristics

- A. Considerable knowledge of (1) accounting principles; (2) Commission organization*; (3) Commission policies and procedures*; (4) equal employment opportunity; (5) income tax withholding and FICA; (6) Merit System Rules and Regulations*; (7) Fair Labor Standards Act; (8) applicable automated accounting systems; (9) bank clearinghouse operations; (10)

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Important Worker Characteristics (Continued)

office practices; (11) payroll processing; (12) supervision.

* Developed primarily after employment in this job class.

- B. Skill in operation of (1) calculator; (2) basic computer operations; (3) microfilm equipment.
- C. Considerable ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals and percentages; (3) read and understand routine reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly and communicate effectively; (7) organize work efficiently; (8) provide courteous service.

Minimum Qualifications

1. High School graduation or GED, which included or was supplemented by courses in accounting, bookkeeping or related subjects; or two years of progressively responsible accounting or bookkeeping experience; and
2. Five years of progressively responsible and varied payroll experience; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Works occasional evenings, weekends and holidays. Continuous and intense pressure to meet deadlines.