



# City of Milpitas

## We invite applications for the position of: Payroll Specialist (Internal Promotional)

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**Annual Salary Range:** \$65,797.42 - \$79,976.00

**Post Date:** October 9, 2018

**Close Date:** October 22, 2018

### Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$147 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The City of Milpitas wants an experienced, highly skilled professional to join the Finance Department as a Payroll Specialist. This individual will play a key role in the City's bi-weekly payroll and timekeeping process, while working in a fast paced environment with great attention to detail and accuracy. There are two approved Payroll Specialist positions within the Finance Department.

### What You Will Do

*Duties may include, but are not limited to the following:*

- Verify, audit, edit and process the bi-weekly payroll; review timekeeping problems and discrepancies and work with appropriate departments and/or supervisors to resolve them; generate, review and reconcile payroll reports to ensure accuracy and completeness of payroll, earning statements and deductions; identifies and resolves discrepancies; generates payroll checks; transmit direct deposit files; verify that each employee receives payroll check or earnings statement each pay period.
- Communicate payroll policies and procedures to employees; answer technical questions; analyzes, studies and makes recommendations on development and implementation of improved systems, policies, procedures, and best practices related to areas of responsibility.



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- Process off cycle payroll checks as needed and perform all payroll tasks, including preparing quarterly reports to IRS and State and submission of retirement files and other related documents and payments to the City retirement system; compile information for, develops, completes, analyzes, reviews, reconciles and files quarterly and annual payroll tax and other required reports for federal and state governmental agencies. Includes generating, reviewing, and distributing W2's and corresponding reports within mandated timeframes; completes transfer of funds for payroll tax deposits and payroll deduction liabilities.
  - Set up, coordinate and maintain payroll schedules and related logs.
  - Reconcile employee benefits and enter in the payroll system accurately so as to ensure both employees and vendors are paid correctly and timely.
  - Establish and maintain payroll records; receive, process and enter wage garnishments; review audits and corrects payroll, retirement, and other related records, as necessary.
  - Audit, balance and/or reconcile bank vendor statements and assigned accounts; identify and resolve issues.
  - Utilize spreadsheet programs and computer database systems; enter, post, verify, handle and retrieve a wide variety of routine to complex payroll or general accounting data, reports and information; compiles, generate and distribute required reports.
  - Serve as a resource for other employees and departments in identifying policies, procedures, and best practices and assists them in understanding and interpretation. May provide training as needed to employees and departments regarding payroll policies, procedures, and best practices.
  - Perform required duties under the City's disaster response plan.

### **Experience and Education**

Associate of Arts degree from a community college or equivalent course work in accounting or finance, or a closely-related field.

Three (3) years of recent progressively responsible technical work experience performing duties in payroll processing, bookkeeping or financial record keeping, preferably in municipal accounting operations with two (2) years of experience in a payroll function.

Knowledge and understanding of CalPERS processing and reporting is desirable. FLSA key concepts, particularly related to public safety, and interpretation is also desirable.

### **License and Other Requirements**

Possession of, or ability to obtain and maintain an appropriate, valid California driver's license.



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### Special Requirements

*Essential duties require the following physical abilities and work environment.*

Ability to work in a standard office environment; able to sit or stand for extended periods of time; able to travel to various locations within and outside the City of Milpitas. Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, seminars, and conferences.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application, supplemental questions, resume, online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>



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The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

### Supplemental Questions - Payroll Specialist

Please take time to read and answer the following supplemental questions to be included at the time you submit your online application for the position of Payroll Specialist. Your answers will provide us with additional information to review regarding your knowledge, skills and abilities for the position.

1. Please describe your experience in Payroll and Benefit Processing. Please also provide specific example of processes performed including filing government forms for payroll taxes, benefit account reconciliation, etc.
2. Please provide what financial and payroll systems that you have experience with.
3. Please check the box applicable to your Excel level and experience.
  - ☐ Advanced (combine formulas, use VBA/write macros, create advanced charting, set up advanced conditional formatting).
  - ☐ Intermediate (sort, filter, use simple conditional formatting, export/import list or files, create graphs, create pivot tables, create and link formulas, VLOOKUP and HLOOKUP).
  - ☐ Beginner (enter text and numbers, add/copy cells, format cells, move/delete rows, create simple formulas).
  - ☐ No Experience.