

Under the direction of the Manager - Payroll Services, supervises, organizes, and performs complex payroll and retirement computations; supervises internal payroll staff, evaluates the performance of assigned personnel, and provides training on internal payroll processes; assists in planning and developing new and revised payroll procedures; researches and resolves payroll discrepancies; provides technical and procedural assistance to administrators, program managers, and internal staff.

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Assists with establishing internal payroll processes to ensure efficiency in compliance with payroll laws and regulations; oversees departmental workload for assigned personnel; supervises, plans, and organizes the operation of payroll documents in Payroll Services, such as paper and electronic timesheets,

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