

**City of Chesapeake**  
**Payroll/Human Resources Technician II**

<b>Job Class Code: 1055</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide payroll and human resources (HR) support and process related information for assigned area. The class is responsible for assisting personnel with payroll/HR related issues, preparing personnel correspondence, verifying and posting employee information, and creating and maintaining various employee records and payroll documents. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Researches and evaluates personnel information in order to complete/correct records or resolve concerns.
- Coordinates with different divisions/departments regarding accounting, payroll and personnel-related issues.
- Gathers and maintains personnel information and prepares related correspondence such as COBRA notifications and offer letters.
- Coordinates the onboarding of new hires for the department and prepares new hire packets.
- Creates, organizes and maintains departmental employee files.
- Ensures the accuracy of leave balances in compliance with payroll and HR-related policy and procedures.
- Verifies and submits employee information such as insurance paperwork, tax withholding documents, etc.
- Processes payroll including verification of timecard data and distribution of checks.
- Creates, maintains, and audits various reports and records such as overtime and leave summaries.
- Calculates amounts for personnel payments and balancing reports.
- Assists personnel with various payroll and HR-related inquiries.
- May supervise subordinate staff including assigning and overseeing work, evaluating performance, training, counseling, and administering discipline.
- Performs related tasks as necessary such as explaining policies/procedures, initiating job postings, reviewing applications.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; May give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.
<b>Mental Requirements</b>	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual and coworkers.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in accounting or a closely related field.
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<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/24/2020