



Office of the Civil Service Commission

Richard C. David, Mayor

*Patricia Keppler, Personnel & Safety Director
Leana Testani, Assistant Director of Personnel & Safety*

*Patrick O' Day, Commissioner
Catherine Furner, Commissioner
Eileen Fitzgerald, Commissioner*

**CIVIL SERVICE COMMISSION MEETING MINUTES
Personnel/Civil Service Office, 38 Hawley Street, Binghamton
3pm Thursday, December 3, 2020**

- I. Call to Order at 3:04pm
- II. Present: Catherine Furner, Patrick O'Day, and Eileen Fitzgerald
Also Present: Leana Testani (Assistant Director of Personnel)
- III. Approve the minutes from the October 28, 2020 meeting
Motion: Furner
Second: O'Day
All in favor

IV. New Business:

- a. Amended Job Description, Finance Payroll Specialist, presented by Leana Testani

Testani explained that this is not a new position, it is one Chuck Shager (Comptroller) has amended and is going to Council to refund in his 2020/2021 budget.

Motion to approve amended job description: O'Day
Second: Furner
All in favor

V. Adjournment

Next meeting will be held January 20, 2021 at 3pm
Motion to adjourn: O'Day
Second: Furner
Time: 3:07pm

FINANCE PAYROLL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The payroll specialist position is responsible to process payroll transactions that are prepared and submitted by other departments, ensuring the accuracy of salaries, amount paid, taxes paid, taxes withheld, and deductions and garnishments taken in the paychecks of city employees. This position will apply laws, regulations, union contracts, business rules and procedures governing payroll transactions and salaries. This position will also assist other city departments on calculating salaries when needed, along with administrative duties, contract analysis, quality assurance and tax related duties, providing management with information, research, recommendations. Does related work as required. This position report to the ~~Payroll Supervisor~~Comptroller.

TYPICAL WORK ACTIVITIES:

Maintains City's payroll and leave time database;
Processes payroll through Enterprise System;
Reconciliation of payroll each pay period to source documents;
~~Provides NYS Retirement System with all requested information~~Monitors NYS Retirement System, ensures proper employee credit and payments;
Prepares monthly report for NYS Retirement System;
Completes forms for Worker's Compensation;
~~Coordinates year end processes of~~ Assists in generating W-2's and 941's;
Maintains employee files (physical and computerized);
Calculates lump sum payments;
Completes income verifications for NYS and banks;
Processes salary changes, deduction changes, and new hires; and
Prepares reports for Comptroller and Personnel Director for contract negotiations as requested

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of payroll procedures and Federal, State and local laws, rules and regulation with respect to payroll preparation; Ability to work with others under deadline situations and respond to changes; Ability to work independently and take initiative; accuracy and good problem solving skills; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from High School or the possession of a high school equivalency diploma and 3 years of full time payroll experience as described above; **OR**
- B. Graduation from a New York State registered or regionally accredited two year college or university with an Associate's Degree in Accounting, Finance or Business Administration.

Adopted: 5/25/16 (Competitive)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
CHUCK SHAGER	COMPTROLLER	DIRECT

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
-NONE		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
NONE		

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years
 College 2 Years, with specialization in ACCOUNTING OR BUSINESS
 College 4 Years, with specialization in ACCOUNTING OR BUSINESS

Experience: (list amount and type)
 PAYROLL, BENEFITS

Essential knowledges, skills and abilities:
 PAYROLL PROCEDURES, FEDERAL, STATE AND LOCAL LABOR LAWS.
 ABILITY TO WORK CLOSELY WITH OTHERS, HANDLE STRESS DUE TO TIMEFRAME CONSTRAINTS AND
 UPSET EMPLOYEES OR RETIREES. TAKE INITIATIVE, ACCURATE, AND PROBLEM SOLVING SKILLS
 ABILITY TO OPERATE A COMPUTER, UNDESTAND AND CREATE SPREADSHEETS AND DATABASES

Type of license or certificate required:
NONE

7. The above statements are accurate and complete.

Date: 12/1/2020

Title: COMPTROLLER

Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____

Jurisdictional Classification: _____

Date: _____

Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____

Signature: _____