

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

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: 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 <u>Payroll SupervisorComptroller</u>.

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

<u>CHARACTERISTICS</u>: 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)

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1.	Department Finance	Bureau, Division, Unit or Section	Location of Position	

2. **Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.							
	Job Title: FINANCE PAYROLL SPECIALIST						
Percent of Work Time 20	Job Duty MAINTAIN CITY'S PAYROLL AND LEAVE TIME DATABASE						
20	MAINTAIN CITT STATROLD AND DEAVE TIME DATABASE						
20	PROCESS PAYROLL THROUGH ENTERPRISE SYSTEM (MUNIS)						
5	FILE PROPER INFORMATION TO NYS RETIREMENT SYSTEM TIMELY						
5	WORKER COMPENSATION DOCUMENTATION						
5	ASSIST IN GENERATING W-2'S AND 941'S						
10	MAINTAIN EMPLOYEE AND RETIREE FILES						
5	CALCULATE LUMP SUM PAYMENTS						
5	INCOME VERIFICATIONS						
20	PROCESS SALARY AND DEDUCTION CHANGES AND NEW HIRE INFORMATION						
5	PREPARE REPORTS AS NEEDED FOR COMPTROLLER (I.E. UNION NEGOTIATIONS)						
	(Attach additional sheets if more space is needed)						

3.	Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)						
	<u>Name</u>	<u>Title</u>	Type of Supervision				
CHUCK SHAGER		COMPTROLLER	DIRECT				
4.	Names and Titles of Persons Supervise	ed by Employee in this position					
	<u>Name</u>	<u>Title</u>	Type of Supervision				
-NONE							
5.	Names and Titles of Persons doing sub	estantially the same kind and level of work as will be don					
	<u>Name</u>	<u>Title</u>	Location of Position				
NO	NE						
•	MI () : 15 C . 1 . 11						
6.		ink should be required for this position?					
	Education: High School 4 College 2	Years Years, with specialization in ACCOUNTING	OR BUSINESS				
	College 4	Years, with specialization in ACCOUNTING					
7.	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.						
Da	te:12/1/2020 Title: COMPTROLL	.ER Signature:					
	Ce	ertificate 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:						
114401							
Da	Date: Signature:						
9.	Action by Legislative Body or Other Approving Authority 9. Creation of described position						
		Approved					
		Disapproved					
Da	te:	Signature:					