

# AGENDA

Wednesday, August 21, 2013

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

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### 1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Thompson

Staff Liaison: Assistant City Manager

Also present:

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

### 2. PLEDGE OF ALLEGIANCE

### 3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

### 4. APPROVAL OF MINUTES

- Meeting of July 17, 2013

### 5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion regarding proposed new job classification of Payroll Specialist in the Finance Department amending the City's Classification Plan.

#### Recommended Action:

For questions, please contact Sandy Henderson at (714) 960-8828

AGENDA - PERSONNEL COMMISSION

Wednesday, August 21, 2013

Page 2

Approve the new job classification of Payroll Specialist amending the City's Classification Plan.

**6. LABOR RELATIONS UPDATE**

**7. SECRETARY'S REPORT**

**8. INFORMATION ITEMS**

- Grievance Report - August 2013

**9. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

**10. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of September 18, 2013.

**ITEM # 4**

# MINUTES

Wednesday, July 17, 2013

## City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8  
Civic Center - 2000 Main Street  
Huntington Beach CA 92648

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Pending approval by Personnel Commission at the meeting on 8/21/13  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

### CALL TO ORDER

Commissioner Clemens called the Commission meeting to order at 5:30 PM.

### ROLL CALL

Commissioners present: Bush, Clemens, Elford, Inglee, Thompson

Commissioners absent:

Others Present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources  
Jennifer McGrath, City Attorney  
JoAnn Diaz, Principal Human Resources Analyst  
Sandy Henderson, Administrative Aide

### PUBLIC COMMENTS

None

### ELECTION OF CHAIR AND VICE-CHAIR

A motion was made by Commissioner Inglee and seconded by Commissioner Thompson to elect Ed Bush as Chair. A motion was made by Commissioner Inglee and seconded by Commissioner Bush elect Katherine Elford as Vice-Chair.

VOTE:	The motion was carried
AYES:	5
NOES:	0
ABSENT:	0
ABSTAIN:	0

The nominated Commissioners accepted the appointment.

**PERSONNEL – SUPPLEMENTAL DISCIPLINARY HEARING IN ACCORDANCE WITH PERSONNEL RULE 20 - FINDINGS OF FACT AND CONCLUSIONS OF LAW – CLOSED SESSION OPTION PER GOVERNMENT CODE SECTION 54957**

Recommendations of Hearing Officer Walter F. Daugherty regarding Propriety of Adverse Action.

Deliberation in Closed Session starting at 5:40 PM.

Reconvened to Open Session at 7:12 PM. The Commission announced its unanimous vote to sustain the hearing officers recommended decision.

**ADJOURNMENT**

The meeting adjourned at 7:15 PM to the next regularly scheduled meeting of September 18, 2013.

**ITEM # 5**



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** CREATION OF PAYROLL SPECIALIST  
**DATE:** AUGUST 21, 2013

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In an effort to better address the City's payroll needs, the Finance Department is seeking to restructure the payroll division by creating a new job classification of **Payroll Specialist** to be represented by the Municipal Employees Association (MEA).

This newly created classification will be responsible for providing advanced technical support in the production and maintenance of the City's payroll and related operational systems, as well as overseeing the work of assigned technical support staff. There is presently no advanced journey level classification with the required skill set. The alternative to establishing a new job classification would be to incorporate the work into an existing job class or to utilize an improperly matched higher level job class. However, in reviewing the overall job duties, and the required knowledge, skills, and abilities of existing classifications; there are none that require the specific skills set necessary to perform the work of the proposed classification.

It is the intent of the Finance Department to use budget funds allocated for a vacant Senior Administrative Analyst position to fill the Payroll Specialist job. Doing so will result in a cost-neutral impact on the FY '13/14 budget.

The City and MEA have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Finance Department and a review of comparable external jobs.

At this time, staff requests the Personnel Commission to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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<b>Proposed Job Class Title</b>	<b>Payroll Specialist</b>
<b>Proposed Pay Grade:</b>	<b>554</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Action:</b>	<b>Approve recommended job classification</b>

Att: Payroll Specialist Job Class Specification

Cc: Lori Ann Farrell, Finance Director  
Judy Demers, MEA President

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PAYROLL SPECIALIST**

**PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2013**

**COUNCIL APPROVAL:**

<b>JOB CODE:</b>	<b>XXXX</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEA</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>

**DUTIES SUMMARY**

Under general direction, performs a variety of difficult, complex, technical accounting work in the preparation and maintenance of an automated payroll system; including, payroll administration, processing, reporting and recordkeeping; regulatory compliance, and implementation of technical accounting principles and procedures; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Payroll Specialist is an advanced journey-level classification and is distinguished from the Senior Payroll Technician by the performance of a variety of difficult, complex and specialized payroll accounting related tasks. The incumbent is expected to perform a full range of broad and complex duties, and works independently based upon specialized knowledge of payroll accounting functions and practices.

**EXAMPLES OF ESSENTIAL DUTIES**

- Oversees and participates in the input of bi-weekly payroll processing; reviews payroll generated reports for accuracy; edits and corrects errors and balances payroll postings; generates manual paychecks and processes direct deposits; processes special check runs as needed
- Evaluates and reviews department data and time records and resolves inconsistencies to ensure conformance with MOU's, policy, regulations, resolutions, California Public Employee Retirement Systems (CalPERS) requirements and state and federal laws
- Reconciles payroll and tax withholding records; timely prepares and submits state and federal reports; prepares W-2 forms and reports, processes insurance and other miscellaneous payroll-deductions related to deferred compensation and/or other related employee benefit programs

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PAYROLL SPECIALIST**

**DATE: JULY 2013**

- Prepares reports and reconciliations of employment and payroll records; participates in year-end closing as it relates to payroll; prepares and records journal entries for payroll accruals and records
- Updates salary, benefit, tax and related tables, reports, and schedules; audits payroll procedures to identify and develop system changes; works with Information Services to evaluate and implement system modifications and improvements, tests and implements payroll system updates
- Interprets FLSA and other payroll-related state and federal tax regulations, and assists management in interpreting and applying regulations regarding FMLA, ADA, Section 125 benefits, CalPERS, Workers' Compensation, Unemployment Insurance and Deferred Compensation programs
- Prepares, processes and edits insurance and other payments as required to facilitate employment, terminations, retirements, and deferred compensation
- Develops spreadsheets, worksheets, manuals, policies and procedures for a variety of payroll related practices and activities; develops and coordinates payroll schedules with department timekeepers
- Responds to data requests for payroll records and information; researches data requests from auditors, vendors and employees; complies with court-issued data and payroll information requests; processes wage garnishments and tax levies
- Maintains knowledge of the City's timekeeping system, payroll procedures and accounting, relevant legislative changes to rules, regulations and requirements, attends specialized training, workshops, and seminars to maintain currency in payroll tax law and CalPERS system requirements
- Updates payroll database due to changes in collective bargaining agreements, classifications, salary schedules, salary adjustments, and modifications to wage rates
- Maintains the integrity of payroll files and the confidentiality of payroll, employment, and benefits information; provides work direction, technical guidance and training to others assisting with the payroll function

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change or rescind work assignments as needed.*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PAYROLL SPECIALIST**

**DATE: JULY 2013**

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of payroll accounting preparation and reporting; methods and techniques of payroll processing;
- Principles and procedures of financial record keeping and reporting;
- Federal and State laws related to payroll and tax accounting;
- Federal Labor Standards Act (FLSA) and rules related to eligibility and calculation of overtime and compensatory time; CalPERS retirement and deferred compensation;
- Automated timekeeping system software, and payroll system software;

**Ability to:**

- Perform payroll accounting functions; prepare and reconcile journal entries; prepare and reconcile various payroll, accounting and financial records; prepare clear and concise financial reports; apply payroll accounting principles to the maintenance of voluminous payroll transactions; prepare a variety of specialized payroll-related reports and statements
- Calculate percentages, fractions, decimals and ratios, interpret descriptive statistical reports and/or formulation data; compare, count, differentiate, measure, sort, assemble, copy, record, classify, compute, tabulate and categorize payroll-related data and information;
- Analyze data and information using established criteria; utilize and interpret payroll and tax regulations, City policies, memorandums of understanding, state and federal laws and codes, ordinances and resolutions;
- Reconcile payroll and related accounts between the City's timekeeping, accounting, and CalPERS automated systems
- Exercise judgment, and decisiveness as required in evaluating information; exercise tact and diplomacy in dealing with sensitive and complex payroll issues; make sound recommendations on payroll-related issues; evaluate alternatives and make appropriate recommendations; discern issues requiring policy determination by superiors;
- Establish and maintain effective working relationships with staff and external contacts;
- Communicate effectively both orally and in writing;
- Maintain confidentiality of employee-related information;
- Act as lead over the payroll function; train other payroll staff; participate in the selection and oversight of staff assigned to the payroll function;

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PAYROLL SPECIALIST**

**DATE: JULY 2013**

- Operate modern office equipment, including computer hardware and software; use of a variety of software applications including spreadsheet and database programs; specialized payroll and tax accounting software; electronic data management.

**Education:** Bachelor's Degree from an accredited college or university in Accounting, Finance, Business, or a related field, including training in payroll, bookkeeping and accounting.

**Experience:** Three years progressively responsible computerized payroll processing experience for a public-sector agency. Supervisory experience desirable.

**Certifications/License:**

A valid California drivers' license and an acceptable driving record are required by time of appointment.

Fundamental Payroll Certification preferred; Certified Payroll Professional desirable

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit for prolonged periods, reach, twist, lean, and lift files (up to 35 lbs.); frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Requires grasping, repetitive hand movement, and fine motor coordination in the use of computer equipment. Near vision required in reading correspondence and statistical data. Acute hearing required while providing telephone service and communicating in person. Reasonable accommodation for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 8/2013