

Job Title **PAYROLL/PERSONNEL ASSISTANT I-III**
Closing Date/Time Friday, January 13, 2023, at 04:30 PM PST
Salary \$1,455.04 - \$2,361.28 Bi-Weekly
Job Type Classified - Full-Time, Permanent
Location Long Beach, California
Department Multiple Departments - (CL)

Applications are available online beginning Friday, January 6, 2023, through 4:30 p.m. Friday, January 13, 2023.

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.

SALARY INFORMATION:

Grade I - \$1,455.04-\$1,973.68 Biweekly
Grade II - \$1,566.96-\$2,142.88 Biweekly
Grade III - \$1,729.68-\$2,361.28 Biweekly

EXAMPLES OF DUTIES: Under general supervision, prepares and processes personnel and payroll transactions and forms for a department, and/or provides technical assistance to other payroll/personnel positions; operates HRIS data management system; completes personnel transaction and personal data forms in accordance with established formats; assists employees in the completion of various forms pertaining to insurance programs, retirement system, tax withholdings, and other related areas; responds to, explains, and assists with employee and department inquiries pertaining to personnel data management systems, classification and compensation, benefits programs, rules and regulations, policies and procedures, MOUs, and other payroll/personnel related items; may input personnel requisitions and support documentation; may coordinate interviews for employment and notifications of results; coordinates appointments for physical examinations and fingerprinting; conducts new employee onboarding, employee orientations and monitors documentation associated with personnel training; coordinates, researches, verifies and enters time and attendance records, and corrects errors; reviews, reconciles, and distributes payroll/personnel reports; may coordinate and/or assist with processing and/or monitoring employee leaves to ensure compliance with applicable laws and regulations, policies and procedures, and MOUs; interprets payroll checks; organizes and maintains files relative to assigned duties; may supervise the work of and/or train personnel; and performs other related duties as required.

REQUIREMENTS TO FILE:

Knowledge of the forms and procedures associated with an automated system as demonstrated by either Options A, B, or C below:

- A. One year full-time automated payroll/personnel system experience preparing and processing a variety of payroll/personnel forms and/or auditing, inputting and revising data with such a system.

OR

- B. Experience with the City of Long Beach performing the tasks listed in "A" above for a period equivalent to four months full-time.

OR

- C. Experience with the City of Long Beach preparing and processing forms, inputting and revising data associated with an automated system for a period equivalent to one year full-time.

Knowledge, Skills and Abilities:

Candidates must possess all of the following:

- Knowledge of federal and state laws pertaining to: Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).
- Ability to:
 - Effectively communicate both orally and in writing;
 - Type accurately;
 - Operate a computer including Internet, database and word processing software; and
 - Perform mathematical computations utilizing Microsoft Excel, a ten-key adding machine, or equivalent.

Willingness to work overtime, weekend and/or holiday hours.

Positions in the Police Department require the ability to pass a thorough background investigation.

A valid driver’s license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

EXAMINATION WEIGHTS:

Application Packet	Qualifying
Written Examination.....	50%
Appraisal Interview	50%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of test scores. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process.

If you have not received notification within two weeks after close of filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.