

Minimum Qualification Specifications
for the Class:PAYROLL SYSTEMS MANAGEREducation/Experience Requirement:

Bachelor's degree from an accredited four (4) year college or university in finance, business, accounting or related field. Excess experience of the type and quality described below, or any administrative, professional, or other responsible work which required a high degree of analytical skill may be substituted for education on a year-for-year basis up to a maximum of four years.

Experience Requirement:

Except for the substitutions provided for below, applicants must have had four (4) years of progressively responsible professional experience which involved the analysis and processing of payroll or professional auditing experience. In addition, one (1) of the required four (4) years must have included supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

Substitutions Allowed:

- 1) Possession of a bachelor's degree from an accredited college or university with at least 24 semester hours in accounting and/or auditing subjects may be substituted for six (6) months of experience.
- 2) Possession of a master's degree from an accredited university with a specialization in accounting may be substituted for one and one-half (1 – ½) years of experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform efficiently and effectively the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum specification for the class, PAYROLL SYSTEMS MANAGER, to update the supervisory experience requirement, effective February 16, 2009.

This is the first minimum specification for the class, PAYROLL SYSTEMS MANAGER.

DATE APPROVED: February 16, 2009

JANICE YEE
VP/Director of Human Resources