



# City of Los Angeles

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City of Los Angeles Personnel Department

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## PAYROLL SUPERVISOR

**Class Code: 1170**

**Open Date: 08-07-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$58,610 to \$85,670 and \$62,535 to \$91,391

### **NOTES:**

1. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
3. Candidates from the eligible list are normally appointed only to vacancies in the lower pay grade positions.

### **DUTIES**

A Payroll Supervisor assigns, reviews, and evaluates the work of employees engaged in payroll preparation; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT**

Two years of full-time paid office clerical experience in a class at the level of Senior Clerk including at least one year of experience in the preparation, processing, and maintenance of payroll documents, records, and reports.

### **NOTES:**

1. Candidates must achieve a passing score on the qualifying written test to be called for the subsequent portions of the examination.
2. Applicants who lack six months or less of the above experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.

### **WHERE TO APPLY**

Applications will only be accepted on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, AUGUST 20, 2015.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## SELECTION PROCESS

Examination Weights:	Written .....	Qualifying
	Essay .....	Advisory
	Interview .....	100%

The examination will consist of a qualifying multiple-choice written test, an advisory essay and an interview. In the qualifying written test, which will consist entirely of multiple choice questions, candidates may be examined for knowledge of: methods, procedures, practices and City software applications used for time and payroll record keeping, and computerized payroll processing; applicable provisions of the City Charter, City ordinances, Administrative Code, Council and Mayoral directives, Personnel Department Procedures Manual, and Personnel Department Civil Service Rules and policies related to timekeeping and payroll matters; payroll forms and reports, including their use in the City's payroll system life cycle; federal, state and local laws affecting payroll activities; basic accounting terminology; fundamental principles and practices of supervision including directing, training, motivating, disciplining, and evaluating subordinates' work performance; pertinent City and Personnel Department rules, policies and procedures relevant to supervision, including Memorandum of Understanding and Equal Employment Opportunity responsibilities; and the ability to perform basic arithmetic calculations, including multiplication, division, and percentages; review written materials and numerical reports for accuracy; read, analyze and interpret complex written materials and reports; communicate in a clear, concise and effective manner; and other necessary skills, knowledge and abilities.

On the same day as the qualifying written test, candidates will also be required to prepare some written material on a topic related to the duties and responsibilities of a Payroll Supervisor. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who do not complete the advisory writing exercise will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the qualifying written test and advisory writing exercise, both of which will be administered in a single half-day session on **SATURDAY, OCTOBER 3, 2015** in Los Angeles.

### Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

All candidates who pass the qualifying multiple-choice written test and complete the advisory writing exercise will be invited to participate in the interview.

In the interview, emphasis may be placed on the adequacy of the candidate's experience and development as they provide the background and knowledge of: methods, procedures, practices and City software applications used for time and payroll record keeping, and computerized payroll processing; payroll forms and reports, including their use in the City's payroll system life cycle; federal, state and local laws affecting payroll activities; fundamental principles and practices of supervision including directing, training, motivating, disciplining, and evaluating subordinates' work performance; pertinent City and Personnel Department rules, policies and procedures, including Equal Employment Opportunity responsibilities as they relate to supervision; the ability to direct and coordinate a work environment to enhance both employee morale and productivity; deal tactfully and effectively with coworkers and City employees; effectively multi-task, meet deadlines, and adapt rapidly to changing work conditions; write memos, letters, procedures or reports which are sufficient to provide information, make requests, or answer questions on payroll and timekeeping matters; communicate effectively sufficient to discuss policies, answer questions, and resolve payroll and timekeeping matters with other employees, supervisors and management; and other necessary skills, knowledge and abilities.

### NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. Candidates filing on a promotional basis will have seniority credits added to their examination grade at the rate of 0.25 of a point for each year of continuous classified City service.
5. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

### **THIS EXAM IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.