



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Payroll Clerk**

*An Equal Opportunity Employer*

**SALARY**

\$23.37 - \$28.41 Hourly    \$1,876.00 - \$2,280.58 Biweekly    \$4,064.67 - \$4,941.26 Monthly  
\$48,775.99 - \$59,295.08 Annually

**OPENING DATE:** 08/23/17

**CLOSING DATE:** 09/06/17

**THE POSITION**

***Payroll Professionals Wanted!***

The County of Sonoma's Department of Health Services seeks a qualified candidate to fill one of their three Payroll Clerk positions.

Payroll Clerks are one of the principal authorities who determine, summarize, and maintain payroll and personnel actions affecting approximately 710 regular and extra-help employees within the Department of Health Services. Typically, Payroll Clerks analyze and evaluate payroll issues, applying complex policies and procedures, state and federal leave and disability laws, and the various union contracts which impact employment status.

The ideal candidate will possess:

- A proven aptitude for handling issues related to time-keeping and payroll processing
- Strong communication skills to pleasantly and effectively interact with employees, department managers, and other County personnel
- The ability to interpret and explain policies, laws, and employee contracts
- A proven ability to quickly and accurately prepare and maintain payroll transactions within deadlines
- Knowledge of the Fair Labor Standards Act (FLSA) wage and hour laws, Family and Medical Leave Act (FMLA), and California Family Rights Act (CFRA) requirements
- Experience with Microsoft Excel, Word, Access, and other software programs
- An ability to navigate a Human Resource Management System (HRMS)

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education:** Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic courses in business administration, legal practice, bookkeeping and/or accounting would provide this opportunity. A Certified Payroll Professional Certificate (CPP) is desirable.

**Experience:** Any combination of work experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of experience in bookkeeping, statistical work, or accounting activities including the processing of payroll and personnel records, would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the County's payroll and personnel records systems; salary policies and resolutions; and various terms and conditions contained in memoranda of understanding as they relate to a particular department; the County's classification plan; various types and kinds of occupations associated with a particular department; understanding of the numeric code systems utilized within the payroll system for job classes; and the master salary table; departmental policies, procedures and functions which relate to the payroll system; of general management and supervisory policies; and procedures of the various divisions within the department.

**Working knowledge of:** the County's overall payroll system; and the inter-relationship between a particular department, the Auditor-Controller's Office, Personnel Department and the Computer Services Department; employee benefits, insurances, allowances and related entitlements as outlined in memoranda of understanding with unions, unrepresented employees and contract employees; payroll deductions to include social security, and federal and state withholding taxes.

**Ability to:** understand, interpret and explain salary policies, procedures and systems to department management, supervisory and clerical employees affected by payroll activities; interpret and explain the various salary schedules, benefits, and other terms and conditions of employment to departmental employees; make complex arithmetic calculations accurately and rapidly; establish and maintain cooperative and harmonious working relationships with co-workers, other department staff, and employees seeking information; function effectively as a lead worker over other clerical employees within the department working on the payroll system; ensure accuracy and processing of time worked records and related documents; effectively train new employees in the County's payroll and personnel system; instruct existing employees in new and/or revised payroll and personnel procedures; independently initiate, prioritize, and perform work assignments; analyze and solve problems related to payroll and related work activities; meet fixed or fluctuating deadlines in order to achieve work objectives; recognize and know the purpose of standardized forms related to payroll; compile and prepare periodic summaries and reports for statistical and administrative purposes such as employment inventory, cost distribution, and pay and leave entitlements and usage; operate electronic information system equipment at a speed of 40 words per minute.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or**

**"See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

**ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: DP  
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #17/08-0382-O

PAYROLL CLERK

DP

**Payroll Clerk Supplemental Questionnaire**

- \* 1. How did you first learn about this opportunity?
- Association of Bay Area Governments (ABAG)
  - California City News
  - CalJobs

- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Minority Organization or Group
- Monster
- Northern California Human Resources Association (NCHRA)
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- The Professional Association of Sonoma County (PASCO)
- Twitter
- Other Internet Site
- Other Publication

\* 2. Do you possess a Certified Payroll Professional Certificate (CPP)?

- Yes    No

\* 3. Please list your coursework in business administration, legal practice, bookkeeping and/or accounting. Include the name of the institution you attended for each course.

\* 4. Please describe your work experience processing payroll, including your job title(s), the name(s) of your employer, and the dates when you gained this experience. Specify the volume of employee time records and personnel files maintained, organization size, and what made the process complex. Please also include

\* 5. Please describe your experience applying the following laws to payroll processing:

- Fair Labor Standards Act (FLSA) wage and hour laws
- Family and Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)

\* 6. Please describe your experience interpreting and explaining policies, procedures, employee contracts, memoranda of understanding, and/or salary ordinances to employees and managers.

\* 7. Please describe your experience using:

- Microsoft Office programs
- Automated payroll programs
- Automated calendar systems
- Human Resources Management System (HRMS)

Please specify the name of the software program(s), your proficiency with each program (beginner, intermediate, advanced), and the number of months/years of experience you

have with each.

\* Required Question