



# CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

## **Administrative Services Technician I/II**

Closing Date: July 15, 2022

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established residences on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

### **DEFINITION**

Under general supervision, performs a variety of complex financial record keeping and specialized duties involved in the processing and preparation of payroll and accounts payable duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Finance Director. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

Administrative Services Technician I: Incumbents assigned to this class are expected to perform the full range of journey level duties, possess technical and/or functional expertise and perform specialized duties in a highly independent manner in one or more of the following areas: payroll, accounts payable, benefits administration, in addition to performing a variety of record keeping, reconciliation and report preparation activities.

Administrative Services Technician II: Incumbents assigned to this class are expected to perform the full range of journey level duties without instruction or assistance, possess technical and/or functional expertise and perform specialized duties in a highly independent manner in all of the following areas: cash, billing, payroll, accounts payable, and benefits administration, in addition to performing a variety of record keeping, reconciliation and report preparation activities.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### *Payroll & Benefits Functions*

- Provides a high level of customer service to both external and internal customers; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Administers the city's benefit programs including health, dental, life, flex plan, deferred compensation and CalPERS insurance forms, COBRA enrollment forms, EDD claims for unemployment; acts as liaison with benefit providers to supply information and solve problems.
- Processes documents for terminations, resignations, promotions, and retirements.
- Conducts and coordinates orientations for newly hired employees and explains rules and coverage to employees.
- Prepares and maintains personnel records in a confidential manner.
- Applies Federal, State, and local laws and regulations concerning human resources programs.
- Maintains employee handbooks and human resources policies and procedures, under the direction of supervisory and management staff.
- Receives and reviews payroll records ensuring compliance with City policies, procedures, and regulations; enters payroll into system as assigned; processes, calculates, and posts a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers' compensation claims; prepare, balance, and correct payroll reports.

- Prepares payroll and all related payroll reports including tax deposit, quarterly reports, W-2's and ACA year end reporting; balances and prepares payroll taxes for State and Federal quarterly and annual returns.
- Prepares manual checks as needed.
- Keeps record of employee performance evaluations and ensures that they're prepared timely.
- Responds to employee inquires.

*Accounts Payable Functions*

- Reviews accounting and financial documents to ensure accuracy of information; examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies, regulations and standard accounting practice.
- Produces and distributes checks and prepares reports regarding accounts payable.
- Establishes and maintains accounts payable files.
- Prepares annual 1099 vendor tax forms.
- Responds to questions and concerns from operating departments and the public; corrects errors in documents as necessary; explains processes and systems to City employees, the public and vendors.
- Researches and interprets rules and regulations, contracts, policies and procedures, memorandum of understanding, or other documents.
- Gathers information and assists the external auditors with the annual city audit.
- Operates standard office equipment, including computers.
- Other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of the financial and human resources function in a public agency setting.
- Policies and procedures related to classification, compensation, and benefits administration.
- Computerized finance systems and computer software and systems related to payroll processes.
- Methods, techniques, and practices of data collection and report writing.
- Business letter writing and standard writing practices for correspondence.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software. Advanced Excel skills preferred.
- Principles and practices of auditing payroll and/or disbursements.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Assist in developing and implementing systems, procedures, work standards and internal controls.
- Maintain accurate financial and personnel records and preparing clear and accurate reports for informational, auditing and operational use.
- Perform detailed accounting, financial and human resources office support work accurately and in a timely manner.
- Respond to and effectively prioritizing multiple phone calls and other requests for service.
- Interpret, apply and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain and research files.
- Make accurate arithmetic, financial and statistical computations.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a two-year college or university with coursework in accounting, finance, human resources, business administration, or a closely related field. Background in processing Governmental payroll preferred. Experience with Caselle Government Accounting Software is a plus.

Administrative Technician I: Three (3) years of experience in an accounting or human resources capacity.

Administrative Technician II: Five (5) years of experience in both an accounting and human resources capacity.

## **Licenses and Certifications:**

- Possession of a valid California class C driver's license and a satisfactory driving record. The City monitors DMV activity over the course of employment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

In January 2022, the City implemented a mandatory COVID-19 vaccination policy. As a condition of employment, employees must be fully vaccinated for COVID-19 unless a reasonable accommodation request for a medical or religious exemption has been approved by the City.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **COMPENSATION**

Monthly Salary as of 7/1/2022:

Administrative Services Technician I, \$6,411 - \$7,789

Administrative Services Technician II, \$7,637 –\$9,288

Educational incentive available in addition to salary of 1% for an Associate degree or 2% for a Bachelor's degree (not cumulative)

FLSA: Non-exempt

## **BENEFITS**

The City currently offers the following benefits to its employees:

- Medical, with a generous amount of the premium paid by the City
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City
- Vision, with the ability for an annual exam, premium paid in full by the City
- Employee Assistance Plan
- Life insurance with a value of 2X your annual salary, and long-term disability @ 60%, premium paid in full by the City
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 6.75%. **The City also participates in Social Security**
- Vacation: Accrue 11 days per year to start at the rate of 6.875 hours per month
- Holidays: 13 days per calendar year
- Sick leave accrual @ 9.38 hours per month
- Deferred compensation and tuition reimbursement available

- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Additionally, employees' children are eligible to attend the Piedmont Recreation Department (PRD) preschool program, Schoolmates programs and PRD run Summer Camps at no charge. Eligibility to attend these programs are based upon availability.

## **THE APPLICATION PROCESS**

**To be considered for this employment opportunity, a city employment application must be submitted by July 15, 2022. Please apply online at <https://piedmont.casellehire.com/jobs/>.** The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*

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6/14/2022