

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:** FINANCE PAYROLL INFORMATION TECHNOLOGY MANAGER

**DEPARTMENT:** FINANCE

**BASIC FUNCTION:**

Under general direction, is responsible for the overall administration, functionality and data integrity of the Human Capital Management System, including but not limited to Lawson HCMS/Payroll and CyberShift time-keeping software systems. Incumbents of this position will regularly exercise discretionary and substantial decision-making authority. Serves as the project manager and coordinates staff in HR, IT and Finance to ensure the HCMS runs and is maintained efficiently and accurately, including the interfaces between the HCMS and other software applications. This role includes the independent ability to identify ongoing opportunities for leveraging the use of the system for best value and return on investment.

**KEY RESPONSIBILITIES:**

Provides business analysis and develops programs to ensure the city is maximizing utilization and efficiency from the HCMS. Defines and develops HCMS project-related objectives from a cost, schedule, technical, and quality perspective. Anticipates future business needs and generates ways to use the HCMS to help address those needs. Interfaces with city departments to gather input, explain policies, practices, and understand their evolving business issues.

Leads project team members, including the assigned IT and HR resources and other HCMS team members, in evaluating, enhancing, and improving existing procedures and processes. Manages projects for all enhancements to the HCMS including those related to functionality, automation, reporting and interfaces with other applications.

Manages and develops business intelligence capability and analysis (ex. dashboards for managers).

Ensures ongoing system and data integrity, integration and automation with the help of HCMS team members.

Defines integration needs with other projects and systems/business processes and ensures successful system integration.

Assists Department Heads in defining personnel related Activity Based Tracking (ABT)/cost accounting measures specific to their lines of business. Builds system capability and reporting mechanisms to track the ABT data. Monitors data accuracy and works with managers to add or update measures as business requirements change.

Ensures each element of payroll is accurate and delivered on time (i.e. all employee pay and special pays, timekeeping, overtime, taxes and recordkeeping). Ensures legal and policy compliance.

Provides expertise and resources to support organizational knowledge and interpretation of state, federal and local timekeeping and pay regulations, including FLSA and tax law (as it relates to pay and benefits); ensures consistent and accurate application across the city.

Audits and makes corrections on all payroll elements as appropriate; documents all processes; schedules compliance reporting.

Provides guidance on various system processes such as employee or manager self-service, timekeeping, payroll or reporting.

Develops and implements HCMS related training and communication.

Responds to and resolves customer complaints and problems regarding the HCMS. Ensures customer satisfaction and overall HCMS administration.

Interprets negotiated pay and benefit changes and ensures accurate adjustments and system functionality resulting from the changes.

Serves as the system administrator for "MyCalPERS" system; maintains correct CalPERS rates and delivers accurate reports to the agency. Assists with CalPERS rate projection analysis.

Manages annual and year end payroll processing, tax filing and its implications or changes through the HCMS relating to benefits and/or tax changes.

Oversees pay, timekeeping, tax and system integration audits and verifications.

Develops, implements, and modifies system requirements.

Maintains internal database files and tables, and develops custom reports to meet the requirements of the organization, management and employees.

Works closely with IT to plan and execute HCMS testing, upgrades and patches; ensures maximum efficiency and integration of all components of the system.

Builds and maintains data feeds to outside vendors, including benefit feeds for broker/carrier reporting.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

#### **Knowledge of:**

- Principles and practices of organization and administration.
- HCMS or ERP System implementations.
- MS Office including advanced Excel and MS Access.
- Lawson or a similar HCMS including absence management. Employee and management self-serve, process flow setup, crystal report writing.

- Working knowledge of time and attendance systems.
- Data integration, database design, functions, processes.
- Analytical and interpersonal skills.
- Collaboration in team environments.
- Human Resources and payroll functions.
- Project management tools and methodologies.
- Federal, state, local laws, regulations affecting payroll administration and management.

**Ability to:**

- Develop and manage HCMS/payroll programs, activities and functions.
- Make recommendations and decisions in accordance with laws, regulations, policies and procedures impacting HCMS/payroll administration.
- Advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Plan and manage multiple projects with strong attention to detail.
- Troubleshoot system issues.
- Direct, evaluate and supervise the work of assigned staff.
- Develop and maintain effective working relationships.
- Communicate effectively in written and oral form.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and initiatives.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.
- Maintain attention to detail and be a proven problem solver.
- Communicate effectively both orally and in writing.
- Interface at all levels within the organization.
- Prepare and deliver presentations to employees, executive management and City Council.

**Mathematical Ability:**

- Knows how to apply mathematics and/or mathematic formulas.
- Must be able to demonstrate ability to calculate percentages, fractions, decimals, volumes, ratios, and spatial relationships.
- Needs to be able to interpret basic, descriptive statistical reports.

**Judgment and Situational Reasoning Ability:**

- Must be able to use functional reasoning and apply rational judgment when performing diversified work activities.
- Needs to be able to analyze data and information using established criteria in order to determine consequences and identify and select alternatives and apply structure to loosely defined complex problems.

**SPECIAL REQUIREMENTS:**

Must be able to drive and maintain a California Class C Driver's license or ability to arrange transportation for fieldwork or visits to other city facilities when necessary.

**EDUCATION AND EXPERIENCE:**

Equivalent to a bachelor's degree from an accredited college or university with major work in Computer Science, Business, Human Resources or Finance or a related field, and seven years of related HCMS/payroll experience with three years of progressively more responsible management experience. Experience with an integrated system (i.e., comprised of multiple applications) a plus.

**PHYSICAL/MENTAL REQUIREMENTS AND WORKING ENVIRONMENT:**

Needs to be able to operate equipment and machinery such as a computer keyboard and terminal. Must be able to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Needs to be able to recognize and identify degrees of similarities or differences between characteristics of colors, textures, and forms associated with job-related objects, materials, and tasks.

Must be able to remain seated for extended periods. Needs to be able to perform frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.

Work may involve overtime and attending meetings outside regular work hours. This position is impacted by urgent time deadlines due to various requirements.

There is some repetitiveness in HCMS administration, a need for extreme accuracy, and paying attention to detail.

Must be able to drive and maintain a California Class C Driver's license or ability to arrange transportation for fieldwork or visits to other city facilities when necessary.

This is an at-will management classification.

DATE APPROVED: June 26, 2012