

Minimum Qualification Specifications
For the Classes:PAYROLL SPECIALIST III, IV, and VEducation Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a bachelor's degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirement:

Except for substitutions provided in this specification, applicants must have had progressively responsible experience of the type and quality described below and, in the amounts indicated in the following table:

Class Title	Specialized Experience	Supervisory Experience
Payroll Specialist III	1 ½ years	*
Payroll Specialist IV	2 ½ years	*
Payroll Specialist V	3 ½ years	*

Specialized Experience: Professional work experience in one or any combination of payroll functions; payroll processing, payroll auditing including leave accruals and balances, record keeping, management of data entry and verification, and payroll

transmittal. Such work experience must show the ability to understand and follow policies and procedures as well as collective bargaining contracts.

*Supervisory Experience: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience:

The following types of experience will not be accepted as professional experience required for these positions: Experience in positions where the duties did not require full professional knowledge and application of general accounting principles or auditing standards or application of payroll rules, regulations and procedures of a clerical or technical nature.

Substitutions Allowed:

1. Possession of a bachelor's degree from an accredited college or university in accounting, business administration or a related field may be substituted for one-half (1/2) year of specialized work experience.
2. Possession of a master's degree in accounting, business administration or a related field may be substituted for one and one-half (1-1/2) years of specialized work experience.
3. Possession of a doctorate's degree in accounting, business administration or a related field may be substituted for one and one-half (1-1/2) years of specialized work 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 responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, Selective Certification Requirements may be established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Regions or facilities 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.

Health and Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the positions with or without reasonable accommodation.

This is the first minimum qualification specifications for the classes, PAYROLL SPECIALIST III, IV, and V effective July 16, 2024.

DATE APPROVED: July 16, 2024

JUANITA LAUTI
VP & Chief Human Resources Officer