



Code: 9012
Family: Human Resources
Service: Public Safety
Group: Police Service
Series: Police Administrative

CLASS TITLE: MANAGER OF POLICE PAYROLLS

CHARACTERISTICS OF THE CLASS

Under general direction, manages and directs the preparation and processing of payrolls and related personnel documents for the Chicago Police Department ; and performs related duties as required

ESSENTIAL DUTIES

- Plans, coordinates, and directs the work of staff engaged in the preparation and processing of departmental payrolls, attendance, and overtime reports and various personal action documents
- Develops internal controls to ensure the security of payroll operations
- Reviews and authorizes submitted payroll documentation for accuracy and completeness
- Analyzes current systems and modifies data processing procedures to improve the effectiveness of payroll and timekeeping operations
- Provides training to field personnel in new or revised timekeeping procedures
- Advises departmental managers and staff on policies and testifies in matters related to payroll and salary administration including interpretation of Fair Labor Standards Act (FLSA) regulations and collective bargaining agreements as they relate to wage and fringe benefits issues

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five (5) years of timekeeping and payroll administration experience including two (2) years of supervisory experience, or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *timekeeping and payroll polices and procedures
- *regulations pertaining to salary administration
- *report preparation method, practices, and procedures
- *supervisory methods, practices, and procedures

Moderate knowledge of:

- wage and benefit provisions in relevant labor contracts

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
January, 2022