



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Rules Committee, Payroll Office

Classification: Payroll Specialist I

Posted: January 25, 2019

Position Description: Under the direction of the Human Resources Director, the Payroll Specialist I will perform professional, technical, analytical, and administrative work while exhibiting the highest level of customer service. The incumbent must have the ability to perform complex and difficult tasks while demonstrating independent judgement, interpretative ability and familiarity with payroll processing and benefits procedures.

Starting Salary: \$3,100/month

Hours: Full-time (35 hours/week)

Position Location: Legislative Office Building, 1020 N Street, Room 300, Sacramento, CA 95814

Final Filing: Until Filled

Duties and Responsibilities:

- Assists in the maintenance of records and accounts.
- Compiles materials and data and prepare reports.
- Processes claims.
- Reviews and audits claims as well as invoices for accuracy.
- Maintains a variety of records and files in relation to payroll and employee benefits.
- Processes salary adjustments, partial pay period claims and disability claims.
- Prepares personnel files for Assembly employees and other personnel related records and reports.
- Assists in the coordination of Rules Committee Office activities with other Assembly offices and with outside agencies.

- Responds to complex complaints and requests for information.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Methods and techniques of research, statistical analysis, record keeping, data collection, and report presentation.
- Assembly payroll and/or benefits policies and practices.
- Modern office methods and procedures.
- Organization and function of California State Government.
- Committee and leadership structure in the California State Government.
- Communicate clearly and concisely.
- Properly interpret and make decisions in accordance with rules, regulations and policies.
- Maintain confidentiality in work practice.
- Work efficiently and effectively under pressure.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Access, input and retrieve information from a computer.
- Work extended hours as necessary when legislative functions dictate.

Contact: Submit cover letter and resume to:
Human.Resources@asm.ca.gov.