Job Class Profile:  Payroll Officer I

Pay Level:  CG-25  Point Band:  456-489

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**JOB SUMMARY**

Responsible for assisting in the computation and verification of payrolls, maintenance of payrolls, leave and related records of employees of the Provincial Government, independent agencies or health care authority.

**Key and Periodic Activities**

- Assists in the preparation and processing of cyclic payrolls. Computes earnings from attendance sheet, or other payroll documents; calculates deductions; balances payroll and reviews for correctness; posts to payroll sheet to be forwarded to head office for central processing.
- Assists in maintaining payroll records. Posts to employee earning cards, records leave applications and arranges for approval; forwards leave slips to head office; maintains internal leave record on each employee; files payroll documents and employees’ record files; issues employee separation certificate.
- Prepares overtime payrolls; computes earnings from daily attendance records; calculates deductions; balances payroll; submits payroll to supervisor for processing; posts to employee earnings or cards.
- Prepares provincial pension refund application forms on behalf of employees; determines years of service and records; compiles earnings and pension contributions; forwards forms to supervisor for submission to head office.

**SKILL**

**Knowledge**

**General and Specific Knowledge:**
- Related collective agreements, pension plans, federal government regulations (i.e. compensation and employment acts).
- Payroll software systems.

**Formal Education and/or Certification(s):**
- Minimum: 2-Year Post Secondary Diploma in Business Administration

**Years of Experience:**
— Minimum: 1-2 years of related experience

**Competencies:**
— Follows specific procedures and guidelines and applies established techniques to complete activities.
— Uses various computer software programs such as spreadsheets, word processors and databases.

**Interpersonal Skills**
— A range of interpersonal skills are utilized including listening to information from other people, asking questions to obtain information and providing routine information.
— Communications occur with employees within the immediate work area and department/organization and generally include supervisors/managers and clients/general public/patients.
— Most significant contacts include immediate supervisor/manager regarding work duties and employees/supervisors within the department/organization to follow up on or gather information needed to calculate benefits or address general employee inquiries.

**EFFORT**

**Physical Effort**
— Work demands typically do not result in considerable fatigue requiring periods of rest.
— Occasionally required to lift files, supplies, etc. weighing less than 10 lbs.
— Constantly required to perform fine finger/precision work while sitting at the computer processing payroll.
— Work provides the opportunity to stand and walk within the office environment.
— Occasionally required to bend and stretch while performing general office procedures (i.e. to retrieve and return files, answer telephones, photocopying, etc.).

**Concentration**
— **Visual concentration** is constant while viewing data electronically and in hard copy form to perform the necessary calculations and maintain employee records.
— **Auditory concentration** is regularly required when listening to instructions and when collecting or clarifying information.
— **Repetition requiring alertness** is constant when processing payroll.
— **Time pressures/deadlines** exist due to preparing and processing cyclic payrolls.
— **Exact results and precision** are required when performing the necessary calculations and entering/posting results.
— **Eye/hand coordination** is required for the use of a computer.
— Work typically involves tasks that are similar, well defined, and requires the use of similar knowledge and skill sets.
— Problems tend to be simple requiring obvious solutions using standardized procedures and guidelines.
— Typical problems or issues relate to the computation and verification of payrolls and maintenance of employee records.
— Policies, procedures, guidelines and supervisor/manager are available to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making
— Work tasks and activities are generally prescribed and controlled.
— Work involves computing earnings, calculating deductions, posting data to payroll sheets for processing, balancing payroll and maintaining employee earnings records and files.
— Some initiative and independence is expected to be exercised in carrying out daily work assignments within the guidelines of established rules, regulations, policy and procedural directives, and applicable collective agreements.
— Work is supervised for compliance with established procedures and practices through observation of daily activities and timely processing of payrolls.

Impact
— Decisions primarily impact finances; processes and systems; and human resources within the immediate work area and department/organization.
— Consequences of errors would be limited to within the organization and would have a significant impact on individual employees’ finances. Consequences of errors are mitigated by existing policies and procedures as well as controls exercised over the work.
— In the event of a payroll error, the employees are significantly affected and a resolution can be time consuming and costly. Most errors are detected by supervisor/manager or employee.
— Work is typically guided by policies, procedures and past practice with direction from a supervisor when required.

Development and Leadership of Others
— Not responsible for the supervision of staff.
— May be expected to provide guidance and direction to other staff regarding payroll processes.

WORKING CONDITIONS

Environmental Working Conditions
— Does not require any special precautions or safety equipment.
— No unusual adverse environmental conditions exist.
— Typically works in an office or open environment where employees may occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.