



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

"Your Employer of Choice."

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A great place to work...*

FINAL FILING DATE: January 6, 2017

TENTATIVE ORAL INTERVIEW: January 24, 2016

PAYROLL SYSTEMS ADMINISTRATOR

Effective January 1, 2017, Monthly Salary Range: \$7,282-\$8,851

Bargaining Unit: Management - Mgmt. Classes, Classified & Exempt

THE POSITION

The Auditor-Controller is recruiting to fill two (2) Payroll Systems Administrator vacancies. The Payroll Systems Administrator is a dual position class and is responsible for the monthly and semi-monthly payroll and timekeeping system processing for approximately 9,000 employees. The person appointed to the position will be responsible for updating, testing, and validating system applications that affect payroll within a complex and highly customized PeopleSoft environment. Payroll Systems Administrators are responsible for providing supervision to accountants, clerical, and paraprofessional payroll staff.

The Auditor-Controller, an elected official, leads the Office of the Auditor-Controller. It is the Auditor-Controller's statutory responsibility to serve as the Chief Accounting Officer for the County and to ensure that the functions established for the Auditor-Controller in the California Constitution, various California codes, and by the Board of Supervisors are effectively performed. The Office of the Auditor-Controller's primary mission is to ensure the fiscal integrity of the County's financial records and to provide service and information to the public, Board of Supervisors, County Administrator's Office, County departments and employees, special districts, and some regional non-county agencies.

The eligible list established from this recruitment will remain in effect for six months.

MINIMUM QUALIFICATIONS

Education: Possession of a Bachelor's degree from an accredited college or university in business, public administration, finance, accounting, information systems or a closely related field.

Experience: Three (3) years of full-time, or its equivalent, experience performing varied technical or payroll processing duties utilizing a computerized payroll system.

Substitution: Additional experience of the type noted above may be substituted for the required education on a year-for-year basis to a maximum of two (2) years. One (1) additional year of experience of the type noted above may be substituted for the academic major.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, must apply on-line at www.cccounty.us/hr, and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications will not be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONTRA COSTA COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

OPEN ONLY: December 22, 2016 TW/cu

Exam Number: SAHM-2016A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.