

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

Detail oriented and well organized?

Customer service focused?

Versed in payroll processing?

NOW RECRUITING FOR:

Payroll Specialist

\$44,703 - \$57,050/annually

3% pay incentive for BA/BS Degree

2% COLA effective July 2023, January 2024, July 2024, & January 2025

\$1,500 lump sum July 2023 and 2024

\$2,400/year tuition reimbursement for college

PRIMARY RESPONSIBILITIES

The **Payroll Specialist** is an advanced journey level class responsible for the City's payroll processing, distribution and required reporting including records maintenance, management, and the preparation of payroll reports in accordance with union agreements and City, state, and federal rules and regulations. Incumbents exercise considerable judgment in decision-making in day-to-day payroll operations. The Payroll Specialist performs the full array of para-professional accounting duties involved in the processing of payroll and the maintenance of the payroll system, reviews and reconciles payroll reports and prepares journal entries, and provides information to departments and employees regarding payroll issues. The payroll division is comprised of two Payroll Specialists and this recruitment will fill one current vacancy.

QUALIFICATIONS

Experience/Education: Three (3) years of experience in bookkeeping, payroll accounting, financial clerical work, or the performance of related work, and a high school diploma or equivalent.

Licenses/ Certificate: Possession of, or the ability to obtain, a valid class C California driver's license may be required for some positions.

EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list. The examination process may consist of the following parts: Application Package Review: Qualifying Only; Oral Interview 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

APPLICATION DEADLINE: 5:00 pm. Friday, February 3, 2023

learn more



madera.gov/apply

COMPENSATION & BENEFITS



SALARY

Compensation and benefits for the Payroll Specialist position are defined in the Memorandum of Understanding between the City and the General Bargaining Unit, as well as the City's Personnel Rules. The City pays its employees every 2 weeks, or 26 times per year. The bi-weekly pay rates for this position are shown below.

Step A	\$1,719.35
Step B	\$1,805.21
Step C	\$1,895.84
Step D	\$1,990.18
Step E	\$2,089.82
Step F	\$2,194.24

LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

MEDICARE

The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

EDUCATION INCENTIVE

General Bargaining Unit employees will receive a 3% incentive for an approved Bachelor's Degree. Incentives are calculated on base pay. Tuition reimbursement \$2,400 per fiscal year.



RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Anthem and Kaiser. Dental insurance is through Delta Dental and vision coverage is through Superior. The City's contribution covers 100% of the health, dental, and vision premium for the employee and family on both the Anthem and Kaiser Core Plans.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

PAID LEAVE

The City of Madera offers a generous paid leave program, including paid holidays, sick leave, and vacation. Holiday Closure without loss of pay between Christmas Day and New Years Day.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.