

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PERSONNEL PAYROLL CLERK

Supplemental Questionnaire Required

Open and Promotional
Job # 23-BB3-01

Salary: \$4,642 – 5,878 / Month

Closing Date: Friday, April 7, 2023

THE JOB: Under direction, to perform difficult and responsible clerical tasks connected with processing personnel and payroll transactions; provide information to other employees on personnel and payroll regulations and procedures; and do other work as required. **The current vacancies are in the Community Development and Infrastructure Department – Public Works Division and the Parks Department but will be used to fill other vacancies for the life of the eligible list. The option for remote work may be available based on the type of work and operational needs.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of responsible clerical experience including one year of detailed record keeping.

Knowledge: Working knowledge of record-keeping practices and procedures; and office procedures and practices. Some knowledge of personnel functions and related records; payroll functions; and computerized record-keeping systems. Some knowledge of the principles of supervision and training may be required.

Ability to: Perform complex and difficult clerical record-keeping tasks involving application of mathematical skills, attention to detail and requiring accuracy and speed; learn and apply a wide variety of personnel and payroll policies, procedures and regulations; interpret and explain personnel and payroll matters and terms and conditions of employment to departmental employees; establish priorities and schedule work to meet deadlines; analyze and solve problems related to input of data into a computerized record-keeping system; identify and correct errors in mathematical computations and improper entries on a variety of documents; maintain complex records; learn to operate a micro computer and a CRT terminal to input and print a variety of data and reports; and type at a moderate rate of speed may be required or some positions.



THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

PERSONNEL PAYROLL CLERK – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your clerical and detailed record keeping experience. Include any experience you have using computerized record keeping systems and any specific programs with which you are familiar and what tasks you performed using these programs.
2. Describe your experience or understanding with preparing and/or processing timecards, Workers' Compensation and leaves of absence.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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