



COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:

## Sheriff's Office Payroll Clerk

*An Equal Opportunity Employer*

### SALARY

\$23.37 - \$28.41 Hourly    \$1,876.00 - \$2,280.58 Biweekly    \$4,064.67 - \$4,941.26 Monthly  
\$48,775.99 - \$59,295.08 Annually

**OPENING DATE:** 05/17/18

**CLOSING DATE:** 06/11/18

### **THE POSITION**

**In addition to starting salary up to \$28.41/hour\* (\$59,295/year), we offer an additional hourly cash allowance of \$3.45/hour (up to 80 hours per pay period), and a generous benefits package, including wellness and professional development funds.**

The Sonoma County Sheriff's Office offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our community. You can also look forward to benefits\* including:

- An annual Staff Development/Wellness Benefit allowance up to \$500
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement
- 401(a) - 3% of Base Salary County Contribution
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county - its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. For additional information about our community and services the Sheriff's Office provides, please visit [www.sonomacountyconnections.org](http://www.sonomacountyconnections.org) and the [Sheriff's Office website](#).

### **Join the Sheriff's Office Family**

The Sonoma County Sheriff's Office currently employs over 675 staff who serve to protect our community. As their Payroll Clerk you will determine, summarize, and maintain payroll and personnel actions that impact the employment status and payment of their regular and extra-help staff. Daily activities include the analysis and evaluation of payroll issues; and the application of State/Federal leave and disability laws, memoranda of understandings, resolutions, and other complex payroll policies/procedures regarding salaries and benefits. To meet the Sheriff's Office needs, the ideal candidate will possess:

- Strong communication skills in order to courteously, professionally, and effectively interact and engage with audiences of all levels
- A proven talent for handling electronic time-keeping and payroll processing
- The ability to interpret and explain policies, laws, and employee contracts

- Solid organizational, accuracy, and follow-through skills
- The capability to work within, and meet, set and fluctuating deadlines
- An advanced proficiency in Microsoft Office (Access, Excel, Outlook, PowerPoint, Word, etc.) and experience working with human resources and payroll software

\*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#). The Civil Service title of this position is Payroll Clerk. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education:** Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic courses in business administration, legal practice, bookkeeping and/or accounting would provide this opportunity. A Certified Payroll Professional Certificate (CPP) is desirable.

**Experience:** Any combination of work experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, two years of experience in bookkeeping, statistical work, or accounting activities including the processing of payroll and personnel records, would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the County's payroll and personnel records systems; salary policies and resolutions; and various terms and conditions contained in memoranda of understanding as they relate to a particular department; the County's classification plan; various types and kinds of occupations associated with a particular department; understanding of the numeric code systems utilized within the payroll system for job classes; and the master salary table; departmental policies, procedures and functions which relate to the payroll system; of general management and supervisory policies; and procedures of the various divisions within the department.

**Working knowledge of:** the County's overall payroll system; and the inter-relationship between a particular department, the Auditor-Controller's Office, Personnel Department and the Computer Services Department; employee benefits, insurances, allowances and related entitlements as outlined in memoranda of understanding with unions, unrepresented employees and contract employees; payroll deductions to include social security, and federal and state withholding taxes.

**Ability to:** understand, interpret and explain salary policies, procedures and systems to department management, supervisory and clerical employees affected by payroll activities; interpret and explain the various salary schedules, benefits, and other terms and conditions of employment to departmental employees; make complex arithmetic calculations accurately and rapidly; establish and maintain cooperative and harmonious working relationships with co-workers, other department staff, and employees seeking information; function effectively as a lead worker over other clerical employees within the department working on the payroll system;

ensure accuracy and processing of time worked records and related documents; effectively train new employees in the County's payroll and personnel system; instruct existing employees in new and/or revised payroll and personnel procedures; independently initiate, prioritize, and perform work assignments; analyze and solve problems related to payroll and related work activities; meet fixed or fluctuating deadlines in order to achieve work objectives; recognize and know the purpose of standardized forms related to payroll; compile and prepare periodic summaries and reports for statistical and administrative purposes such as employment inventory, cost distribution, and pay and leave entitlements and usage; operate electronic information system equipment at a speed of 40 words per minute.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

Responses to supplemental questions will be scored using position-specific criteria.

Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **BACKGROUND PROCESS**

Being part of the Sheriff's Office and being expected to keep the public safe requires a thorough background investigation process. This process includes an assessment of prior work history, verifying educational experiences, court reports, public records searches, understanding past

patterns relating to drug usage, financial patterns, etc. This entails gathering a significant amount of information from job candidates and speaking to former employers, friends, family members, etc. Polygraphs, drug tests, and medical, and physical examinations are also part of this process. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment. This process can take anywhere from 3-5 months. Many factors are taken into consideration and one should not assume a credit issue or prior drug use is automatically disqualifying. Candidates will be given the opportunity to present mitigating information they feel should be considered. You are encouraged to be as responsive as possible while this process is taking place to help expedite the timeline, and we encourage you to stay patient and interested in this great career opportunity while this process is taking place.

Please read the [Sheriff's Office Pre-Employment Drug Use Guidelines](#) for further information.

You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

### **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG

HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/05-0382-O

SHERIFF'S OFFICE PAYROLL CLERK

CG

### **Sheriff's Office Payroll Clerk Supplemental Questionnaire**

\* 1. How did you first learn about this opportunity?

- ☐ Association of Bay Area Governments (ABAG)
- ☐ CalJobs
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Mendocino
- ☐ Craigslist Sacramento
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed

- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

\* 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- ☐ I would also like to be considered for future part-time positions.
- ☐ I would also like to be considered for future extra-help positions.
- ☐ I am only interested in full-time positions.

\* 3. Do you possess a Certified Payroll Professional Certificate?

- ☐ Yes   ☐ No

\* 4. Please describe your qualifying coursework and experience in business administration, legal practices, bookkeeping, accounting, and/or statistics. Include:

- Names of degree(s) and related courses you completed, number of units earned, and name of the accredited college or university.
- Job title(s), employers name(s), employment dates, and a description of your primary duties for each relevant position.

\* 5. Please describe your experience interpreting and explaining policies, procedures, employee contracts, memoranda of understanding, and/or salary ordinances to employees and managers.

\* 6. Please describe your experience processing payroll and provide details regarding the volume of employee time records you maintained and your processing methods. Mention any automated payroll and calendar systems you used.

\* 7. Please describe your customer service experience sharing technical information with clients. Provide an example which best demonstrates your experience, and specify the clients you served, the information you provided, and the outcome.

\* Required Question

## COUNTY OF SONOMA BENEFITS: GENERAL\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

**Cash Allowance:** A cash allowance of approximately \$600 per month, in addition to monthly salary.

**Retirement:** Defined benefit plan fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.

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