

ORDINANCE NO. 154-24**AN ORDINANCE AMENDING SECTION 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE PAYROLL CLERK AND APPROVING THE NEW PAYROLL CLERK JOB DESCRIPTION, AND DECLARING AN EMERGENCY.**

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows pertaining to the Finance Department:

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Director of Finance	Sec. 31.01
1	Deputy Director of Finance	15 A-F
1	Payroll Clerk	9 A-F
1	Utility Billing Clerk	8 A-F
1	Accounts Payable Clerk	8 A-F
2	Account Clerk II (Cashier)	5 A-F

Ord. 273-05, 85-17, 115-17, 23-20, 158-23

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows pertaining to the Payroll Clerk:

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Director of Finance	Sec. 31.01
1	Deputy Director of Finance	15 A-F
1	Payroll Clerk	9 A-F 13 A-F
1	Utility Billing Clerk	8 A-F
1	Accounts Payable Clerk	8 A-F
2	Account Clerk II (Cashier)	5 A-F

Ord. 273-05, 85-17, 115-17, 23-20, 158-23, **154-24**

SEC. 2: That in accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the job description for the Payroll Clerk is hereby accepted.

SEC. 3: That a copy of the job description is marked Exhibit A, attached hereto and incorporated herein.

SEC. 4: That this ordinance shall be effective as of July 1, 2024.

SEC. 5: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 6: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to compensate the employee with their new rate as quickly as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: September 9, 2024

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: September 10, 2024

SIGNED: Dennis Hanwell
Mayor

**THE CITY OF MEDINA
JOB DESCRIPTION**

IV-115
NEW
EXH. A
ORD 154-24

TITLE: Payroll Clerk

REPORTS TO: Deputy Finance Director

DEPARTMENT/DIVISION: Finance

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification performs a wide variety of clerical tasks relating to financial accounts and records. The work performed in the classification involves account keeping, auditing and related functions that are not always clearly defined. Most duties are of a recurring nature with routine solutions that have been previously determined. In the event of nonrecurring situations, such cases are referred to supervisors for solution.

ESSENTIAL JOB FUNCTIONS:

Calculate, input and process employee work hours, overtime bonuses and other relevant payroll components.

Prepares biweekly, monthly, quarterly, annual and special reports relating to various payroll functions.

Ensures timely and accurate payroll distribution in accordance with established schedules.

Maintains employee insurance, hospitalization, compensatory time and overtime records.

Generates records, accounting statements, vouchers and form letters.

Maintain accurate and up-to-date payroll records, including deductions, taxes, child support, Family Medical Leave, worker's compensation, COBRA and other relevant information for audits and record-keeping purposes.

Verify and reconcile discrepancies in payroll data, including pension reports.

Maintains master file of all City employees and officials.

Maintain confidentiality of sensitive information.

Initiates and maintains computer forms/ledgers to record each pay period.

Interprets various labor contracts, City Council pay codes and the Ohio Revised Code as it relates to various City departments.

Works in conjunction with the Civil Service Secretary, who checks and certifies the payroll calculated for all City employees.

Reviews contract language and proposals to assist management in determining financial ramifications that might result.

Collaborate with other departments to resolve and respond to employee inquiries regarding payroll and benefits.

Stay informed about federal, state and local payroll regulations to ensure compliance with tax laws, pension plans and other statutory requirements.

Work closely with other Finance department employees to ensure seamless financial operations.

Assists with other departmental assignments and responsibilities as required.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.

Maintains regular and consistent attendance.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable clerical experience, including accounting duties at an entry-level and high school diploma or GED, preferably supplemented by business school or college courses in accounting, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

QUALIFICATIONS:

Knowledge of:

- Office practices used in keeping fiscal accounts and records;
- Office terminology and equipment; and
- Business arithmetic and proper grammar.

Skilled in:

- Personal computer use;
- Strong attention to detail and accuracy in data entry;
- Excellent organizational and time management.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone;
- Understand and follow complex oral and written instructions;
- Provide administrative and professional leadership and direction to Department personnel; and

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the working day at a desk or computer workstation. This position includes a high incidence of interaction with citizens, government officials and municipal employees, often under stressful conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED: calculator, computer, copier, telephone

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____