

NATURE OF WORK IN THIS CLASS:

Assists the Chief Payroll Officer in administering all programs and activities associated with the Payroll Branch of the Department of Administration; providing services and guidance to all government of Guam departments and agencies.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in directing and supervising daily payroll operations and activities to meet workload deadlines.

Serves as the Chief Payroll Officer in their absence.

Performs quality control audits to ensure accurate and efficient payroll processes are in compliance with government regulations, tax laws, internal policies and local and federal mandates.

Reviews and approves all payroll payments before filing and archiving payroll information.

Maintains accurate payroll records to ensure data integrity; performs internal controls to detect and prevent fraud or manual entry errors.

Collaborates with agencies government-wide in coordination of technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Coordinates and facilitates the review of external audits, IRS inquiries, Worker's Compensation information and other records and documents requested by auditors.

Manages payroll software, analyzes data and prepares reports on earnings, taxes and deductions and ensures accurate posting of account balances.

Identifies and investigates problems with automated payroll system and recommends improvements and/or resolution of system errors or anomalies; ensures compliance with regulatory standards.

Coordinates the training of subordinate payroll staff on various assignments, updated regulations and benefits and any new processes.

Evaluates operations, develops and modifies plans and procedures; works with administrators and supervisors to determine needs of the department; plans programs, interprets or recommends new policies and procedures; recommends solutions to problems.

Recommends improvement in policies and procedures required to ensure adequate controls of the disbursement of funds for payroll purposes.

Performs all technical processes and procedures assigned in accordance with established policies, Civil Service Commission rulings, Governor's Executive Orders, and federal and local mandates.

Reviews and participates in the preparation of financial reports and other relevant payroll reports as required by management for review.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of payroll accounting principles and procedures.

Knowledge of payroll techniques and procedures to execute pay.

Knowledge of laws and regulations governing the legality of payroll actions, policies and procedures.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to learn and apply existing pay compensation plans, withholding tax procedures and payroll accounting procedures and other actions affecting the salaries of employees appropriately and accurately.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to maintain records and prepare reports; ability to maintain confidentiality.

Ability to make decisions and work independently in accordance with appropriate program guidelines and policies.

Ability to apply strong analytical and problem-solving skills.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the public.

Ability to supervisor the work of subordinate staff.

Ability to communicate effectively, both orally and in writing.

Skill in performing arithmetic computations.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of experience in payroll work including the preparation and maintenance of payroll processes and records; one (1) year in an administrative or supervisory capacity and graduation from a recognized college or university with a bachelor's degree in accounting, finance, business administration or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

RE-ESTABLISHED: AUGUST 2026

ESTABLISHED: JULY 1980

PAY GRADE: O (GPP)

HAY EVALUATION:	KNOW-HOW:	E II 3 264
	PROBLEM SOLVING:	E 3 38% 100
	ACCOUNTABILITY:	E 2+ C 115
	TOTAL POINTS:	479

This standard revises and supersedes the standard established in July 1980 and abolished in June 2011.



 EDWARD M. BIRN
 Director of Administration



 LOURDES A. LEON GUERRERO
 Governor of Guam