

NATURE OF WORK IN THIS CLASS:

This is complex technical payroll work involved in the preparation of payrolls and the maintenance of payroll records for a centralized financial management system within the Payroll Branch of the Department of Administration.

Employees serve as a lead on assigned projects and activities having a government-wide impact including independent work in various specialized projects or programs.

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.)

Reviews and ensures the accuracy of employees timesheets; ensures payroll processing are in compliance with established guidelines, rules, regulations and policies.

Serves as team leader; may assist management in the absence of a supervisor.

Audits and updates employee payroll master record at pay period ending and verify updates against system updates; releases control master for check write.

Calculates and files payroll taxes relating to taxation of salaries; calculates benefits and other payroll factors; reviews and processes direct deposit of payroll checks ensuring completeness and accuracy of recordings in payroll systems.

Assists in the preparation and submission of electronic checks for all government of Guam line agencies.

Reviews and conducts audits of payroll records; reconciles general ledger regarding payroll transactions; ensures compliance in accordance with established rules, federal and local statutes, taxation laws and policies.

Collaborates with other Department of Administration Divisions, such as Human Resources, Insurance and Benefits, and Accounting, as well as external agencies government wide to ensure payroll integration with timekeeping systems and employee records to ensure timely processing of personnel actions and other external financial compensation.

Prepares bi-weekly payroll summary report and payroll analysis following each payroll period, including the Time Balance Report and the Payroll Register report.

Audits time and attendance reports, including both manual and electronic records; ensures time and pay details are properly coded and calculations align correctly with position title, pay grade and step.

Ensures all additional pay compensation is appropriately applied in accordance with federal and local statutes.

Verify the validity of payroll transactions to ensure compliance with salary accounts established by the Bureau of Budget Management (BBMR).

Prepares year-to-date social security contributions deductions.

Update Annual and Sick leave accruals, implement transfer of excess annual leave to sick leave at the beginning of each fiscal year in accordance with established policies.

Reviews and compiles service records of employees' separating from agency/department in preparation of Annual Leave Lumpsum payout.

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

Leads the training of subordinate payroll staff.

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

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

Ability to learn and apply existing pay compensation plans appropriately and accurately.

Ability to learn withholding tax procedures; payroll accounting procedures and all types of actions affecting the salaries of employees.

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

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

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 make arithmetic computations.

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

Ability to lead the work of subordinate staff.

Ability to communicate effectively, both orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Five (5) years of experience in payroll work, including one year as a Payroll Technician and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.

ESTABLISHED: AUGUST 2026

PAY GRADE: L (GPP)

HAY EVALUATION: KNOW-HOW:

PROBLEM SOLVING:

ACCOUNTABILITY:

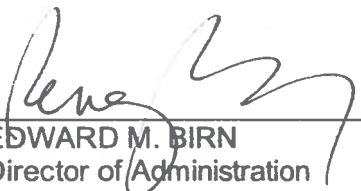
TOTAL POINTS:

D I 2 175

D 3 29% 50

D 1 C 66

291



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LOURDES A. LEON GUERRERO
Governor of Guam