

## **CITY OF SALINAS**

### **DEFERRED COMPENSATION TECHNICIAN**

#### **BARGAINING UNIT/CLASS CODE:**

**Conf. Misc. / H26**

#### **DEFINITION**

To perform a variety of confidential complex and specialized accounting duties in an assigned functional area of responsibility; to function as a liaison between the Finance Department, City employees, and outside institutions and agencies by answering questions and solving complicated and/or sensitive problems; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position journey level classification allocated only to the Finance Department. Under direction of the supervisory or management personnel, the incumbent is responsible for overseeing the operations and administration of the City's Deferred Compensation Program, including the 457, 401 (a), and New York Life retirement plans, as well as other plans that may be added in the future.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management or supervisory staff. May exercise technical and functional supervision over lower level finance staff as appropriate.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

To supervise, oversee and perform work related to the administration of the Deferred Compensation Program, including the 457, 401 (a), and New York Life retirement plans. Perform accounting duties within the City's central accounting system. Monitor a variety of accounts involving posting, balancing and preparing journal entries. Reconcile bank statements for related City accounts. Maintain records of City investments and prepare cash flow projections. Monitor trust accounts for the City, outside agencies and deferred compensation programs. Type and process a variety of documents including letters, memos, reports, statistical charts and forms. Process and maintain confidential personnel and payroll records. Assist in preparing various financial reports. Make presentations to new and current employees. Ensure enrollments, contribution changes, catch-up contributions, withdrawals, loans and rollovers are processed accurately and timely. Coordinates educational seminars and outreach meetings. Interfaces with the Payroll Division and departmental payroll clerks to ensure proper processing of deductions and payouts. Serves on the Deferred Compensation Committee. Provides responsive, high quality service to City employees, representatives of outside agencies and members of the public by providing accurate complete and up-to-date information, in a courteous, efficient and timely manner. Perform special assignments as requested. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach

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overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Governmental accounting and reporting practices, especially as applied to municipal organizations. Appropriate state and federal laws, ordinances, rules and regulations. Efficient office methods and procedures. English grammar, vocabulary, spelling and punctuation. Basic computer processing application, including spreadsheets. Mathematics and statistics.

**Ability to:**

Coordinate the City's Deferred Compensation Program, including working with vendors, processing documents, and maintaining employee files.

Perform responsible accounting and treasury work requiring use of independent judgment and initiative. Interpret financial reports and legal documents. Adhere to good accounting practices and procedures. Reconcile account statements and records using personal computers and other office equipment. Perform mathematical and statistical computations. Prepare accurate financial and statistical reports; maintain detailed records. Process detailed paperwork in accordance with specific policies and procedures. Establish and maintain effective working relationships with City staff and the public. Deal tactfully and courteously with the public and other employees. Maintain confidential data and information. Operate electric and electronic adding, calculating and data processing machines, to include appropriate computer hardware and software. Communicate effectively, both orally and in writing with a variety of individuals representing diverse cultures and backgrounds and function calmly in diverse situations, which require a high degree of sensitivity, tact and diplomacy.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school or equivalent, supplemented by college courses in accounting and four (4) years of increasing responsible accounting experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Senior Human Resources Analyst

Approval Date \_\_\_\_\_

**ORIG: 6-14**