



## Payroll Technician

Classified Range: 39

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a variety of technical payroll accounting duties to assure all categories of employees are paid in an accurate and timely manner.

### **DISTINGUISHING CHARACTERISTICS**

The Payroll Technician classification is distinguished from the Payroll Assistant classification in that employees at this level perform the full scope of payroll processing tasks for the District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Prepares District payrolls, reports, and related documents including those for classified and academic employees; audits, processes, and balances all adjustments and deductions; ensures accuracy and completeness of time sheets, data records, and adjustment sheets; distributes, holds, or cancels checks as necessary.
2. Utilizes computer systems to input, update, and maintain employee records, reports, and files; researches, calculates, and processes retroactive, manual, and special salary payments; executes a variety of complex computations involving gross pay, retirement, taxes, vacation, sick, and other leave balances, and voluntary deductions.
3. Interprets and applies Education Codes, bargaining agreements, Board actions, laws, and policies as well as County Superintendent of Schools, CALSTRS, CALPERS, and/or District directives to general and specific payroll transactions.
4. Maintains records of employee benefits, 125 plans, tax shelter annuities, and other related records.
5. Provides positive customer service on an on-going basis to all levels of employees and agency representatives; provides payroll-related information to employees, public agencies, businesses, and the public; compiles and provides confidential payroll/benefit information, as authorized, to loan companies, courts, public agencies, insurance companies, and related agencies.
6. Maintains a variety of records and files including records to track various leaves; monitors Workers' Compensation and other absences; monitors approvals for payments; docks leave accrual as appropriate after careful analysis of case information.
7. Monitors eligibility/enrollment in retirement systems; serves as District representative to coordinate retirement requirements.
8. Assists in the preparation of various governmental and specialized reports; utilizes automated financial systems and query tools to extract data from databases.



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9. Assists in the analysis of pending and approved state and federal legislation, regulations, agreements, policies, and rules; provides assistance in evaluating and disseminating information related to new payroll and retirement rules, regulations, and guidelines from state and federal regulatory agencies.
10. Provides assistance with the year-end closing; submits correcting entries in accordance with GAAP for erroneous payroll charges and other matters.
11. Provides assistance with external/internal auditor processes as directed.
12. Updates employee information, such as exemptions, transfers, and resignations in order to maintain and update payroll records; issues and records adjustments to employee pay and deductions.
13. Coordinates activities with and provides assistance to other departments and staff regarding payroll processes; assists other staff with specialized payroll systems and applications.
14. Stays current on changes in tax and deduction laws and all aspects and procedures of the District's payroll office including compliance with budget and accounting manuals.
15. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

##### **Legal and Regulatory Navigation**

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

##### **Using Technology**

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

##### **Team Work/Involving Others**

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas



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### **Writing**

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products



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### Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

\*\* *Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

An Associate's degree or the completion of sixty (60) semester units of college level course work, including twenty (20) units in accounting, bookkeeping, or a related field.

#### Experience:

Three (3) years of technical experience in payroll or accounting report development involving manual and computer assisted processes.

#### Equivalency Provision:

In the absence of an Associate's degree or sixty (60) semester units, completion of high school and five (5) years of experience in payroll and accounting report development involving manual and computer assisted processes is qualifying.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.