

## PAYROLL TECHNICIAN

### JOB SUMMARY

Under the direction of the Director of Fiscal Services, the Payroll Technician prepares District payrolls for certificated and classified employees, monitors payment of employee taxes, benefits and voluntary deductions, prepares and maintains payroll records, files and reports.

### ESSENTIAL FUNCTIONS

The Payroll Technician may perform any combination of the following:

- Coordinates and organizes the monthly payroll and special payroll process, assisting sites with closing payroll.
- Runs reports and audits payroll entries and transmits monthly payroll to the San Diego County Office of Education's (SDCOE) payroll system.
- Coordinates and organizes year-end processes (e.g., audit W2s, corrected W2s, generate year-end rollovers and reports).
- Collects, verifies, documents, and maintains payroll records and files.
- Processes pay adjustments (e.g. late start new hires, early terminations, benefits, retiree benefits, tax withholdings, direct deposits, tax shelters).
- Processes a variety of payroll transactions (e.g., insurance waivers, workers' compensation abatements, supplemental life premiums, longevities, cafe plans, garnishments and liens, benefit premium overrides).
- Tracks and monitors changes in payroll-related data (e.g., absences, leaves, accruals, work schedules).
- Calculates and processes retroactive pay increases.
- Verifies employee information for agencies (e.g., employment verifications, STRS sick leave accrual, PERS buybacks).
- Researches, documents and recovers lost warrants and overage warrants.
- Trains and assists new site staff with data entry and payroll procedures to follow when performing timekeeping tasks (e.g., leaves, creating EWAs and School Business Agreements (SBAs)).
- Provides annual refresher training to site personnel.
- Informs the online HR/position control/payroll/budgeting application system vendor of system issues related to payroll processing to facilitate problem resolutions; provides system support for annual projects.
- Follows payroll practices and policies.
- Explains payroll practices and policies to employees, answers their questions and solves payroll-related issues.
- Researches and applies rules and regulations found in the labor contract, state, federal, and Education Code related to payroll.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

- Principles and practices involved in payroll preparation, monitoring, and control.
- Applicable payroll-related sections of the labor agreement, Education Code and federal and state laws.

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- District policies and procedures related to payroll.
- Databases and associated procedures for entering data and generating reports.
- Current, up-to-date office practices and procedures.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

### ABILITY TO:

- Plan and organize work, meet schedules and timelines.
- Compile and maintain accurate and complete payroll records and reports.
- Follow District payroll policies and procedures.
- Understand, research, reconcile and resolve payroll issues, complaints and problems.
- Serve as a resource to others regarding payroll procedures and entering data into the online system.
- Organize, safeguard, and comply with payroll recordkeeping practices and policies.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Use efficient formulas and functions when working with spreadsheet data.
- Maintain confidentiality of sensitive information.
- Work effectively, independently and as part of a team with minimum supervision.
- Establish and maintain cooperative working relationships with others.
- Perform accurate math calculations ( e.g., addition, subtraction, division, multiplication and percents) using a calculator and spreadsheet formulas.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Operate a variety of office equipment.
- Exercise appropriate judgment when making decisions.

### EDUCATION AND EXPERIENCE

High School Diploma or equivalent. Courses in accounting and payroll procedures preferred. Two years of payroll processing experience in which researching and resolving payroll issues using an automated payroll system and electronic spreadsheets was a regular part of the assignment. School district payroll experience preferred.

### DISTINGUISHING CHARACTERISTICS

Positions in the fiscal series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting-related records, reports and materials and provide audit trails and assist in resolving accounting-related disputes. The Payroll Technician is a specialized classification that performs responsible and complex functions to generate and account for employee pay, withholdings and voluntary deductions for the monthly payroll cycle in accordance with applicable laws and County pay system policies and procedures. Positions in this class have responsibility for organizing the monthly payroll, ensuring payroll is accurate and paychecks are delivered on time. Positions in this class serve as

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a resource to other staff at school sites and provide assistance and training related to the payroll system and payroll procedures.

**REQUIRED TESTING**

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

**CERTIFICATES**

None.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None.