

PAYROLL TECHNICIAN**DEFINITION**

Under direction of the Payroll Supervisor, to calculate, prepare and process employee payrolls in accordance with established procedures, contracts, laws and time lines; to maintain accurate records and documentation related to all aspects of the payroll system; and to perform related duties as assigned.

TYPICAL DUTIES

Processes monthly employee data sheets for new hires, resignations, promotions and other personnel transactions; verifies information in County system for accuracy; calculates employee earnings in accordance with procedures, collective bargaining contracts and merit system rules; inputs adjustments into County system and audits accuracy of all entries; completes data sheets providing detail for employee, personnel and budget; calculates or prepares adjustments for earned vacation and sick leave according to contract agreements. Develops and maintains spreadsheets. Enters daily/hourly timesheets into County payroll system. Processes employee voluntary deductions; creates and maintains vendor codes/sub-codes for union/membership dues and direct deposit; inputs and audits monthly union dues in compliance with union regulations; inputs direct deposit requests and monitors pre-note run; and inputs other deductions as required. Processes negotiated salary schedule increases and bonuses; calculates retroactive pay increases for certificated, classified, confidential, unclassified, and supervisory employees in accordance with negotiated agreements and/or management guidelines; recalculates longevity, shift differential and professional growth as applicable for each employee; inputs and audits extra-pay adjustments in County payroll system; inputs, audits and corrects discrepancies for retroactive pay; generates clear and accurate records of retro transactions for employee and payroll records. Processes Worker's Compensation claims; provides District risk management with data necessary to prepare injury reports; provides insurance carrier with detailed employee wage statements; processes abatements from carrier and track attendance for all Worker's Comp cases in compliance with contracts, State Education Code and Worker's Compensation Laws. Assists in the preparation of annual classified calendars; computes and prepares corrected W-2s and W-3s as needed for Worker's Comp wages; prepares and processes paperwork for the refund of Social Security and Medicare overpayments; pursues the repayment of overpaid wages for terminated employees as needed; researches and compiles payroll record information as requested by government agencies and courts; receives and processes court orders to withhold earnings; assists with annual accrual process. Trains and provides work direction to assigned personnel; assigns and reviews work and provides technical guidance where appropriate. Communicates with District personnel to resolve payroll issues, research information and explain various policies, procedures, regulations and requirements; provides assistance regarding pay, voluntary deductions, time sheets, wage assignments, attendance and payroll expense distribution. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Payroll Technician is the highest level non-supervisory classification in the payroll series. A position in this class calculates, prepares, and processes employee payrolls in accordance with established laws, regulations, contracts and procedures and handles the employee problems and contacts associated with the payroll. A **Payroll Clerk** performs specialized duties involving employee timekeeping/attendance and/or leave record keeping. The **Payroll Supervisor** is responsible for organizing and overseeing the work of the Payroll unit and handling the most complex problems.

EMPLOYMENT STANDARDS

Knowledge of: Principles and techniques involved in payroll preparation, monitoring and control, including tax withholding, voluntary deductions and wage garnishments; applicable laws, rules and regulations regarding payroll such as IRS, State Franchise Tax Board, California State Education Code, and State Retirement System; interpretation and application of bargaining unit contracts; correct English usage, grammar, spelling and vocabulary for written communications to employees; modern office methods, equipment and procedures; computer programs and applications related to payroll processing; report formats and terminology.

Ability to: Calculate, adjust, process and reconcile payroll data; prepare and maintain accurate payroll records; meet demanding schedules and time lines; operate computer equipment and spreadsheet software; research and analyze payroll data and prepare reports; respond to inquiries from employees, lending institutions, State agencies and others regarding payroll issues; apply complex policies and pertinent laws, rules and regulations to payroll, leaves, claims and voluntary deductions; make mathematical calculations with speed and accuracy; train and provide work direction to others as assigned; communicate tactfully and effectively both orally and in writing; operate a calculator, copier and office equipment; establish and maintain effective and cooperative working relationships with others; work confidentially with discretion.

Typical Background: Any combination equivalent to graduation from high school including or supplemented by course work in accounting, business administration or closely-related field and at least three years of progressively responsible payroll processing experience in a computerized system environment. Public sector payroll or accounting experience, preferably in a school district, is highly desirable.

Essential Physical Activities and Work Environment: Work is performed in a District office setting, while sitting for extended periods of time at a desk or computer workstation. With or without reasonable accommodation, needs sufficient visual acuity to read written records and computer screens all day; sufficient hearing to comprehend ordinary conversation in person or on the telephone; sufficient clarity of speech to be understood when explaining information in ordinary conversations; needs physical ability to operate a computer; must have stamina to work overtime during peak periods; must be able to lift and carry 25 pounds to store and retrieve archived data in storage boxes.

Mental Functions:

Sufficient ability to communicate payroll information, analyze and process massive amounts of financial or statistical data and to resolve operational problems related to area of assignment.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.