

## **PAYROLL TECHNICIAN**

### **DEFINITION:**

Under general supervision of the Director, Fiscal Services, responsible for accurate and timely classified and/or certificated payroll processing; prepares reports; assists in the development, installation and revision of payroll record keeping procedures; assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

This is a specialist level classification in the accounting series. An incumbent is expected to exercise considerable initiative and make sound independent judgments in the course of preparing a major payroll. Accurate, complete and timely work products within rigid time schedules are consistently expected.

### **EXAMPLES OF DUTIES:**

Prepares the certificated and/or classified payroll(s), ensuring accurate time records are obtained, verified and maintained; *E*

Using Board agenda and/or Personnel Requisitions updates payroll data bases to incorporate approved changes in assignments, stipends, and cost of living adjustments; *E*

Gathers, tabulates, extends, balances, audits, adjusts, posts, types and inputs data into payroll system and prepares related reports, documents and data; *E*

Maintains sick leave, vacation, holiday and fringe benefit records; *E*

Processes required payroll adjustments for certificated and classified leave requests, computing and making necessary changes in the retirement accounts of employees; *E*

Analyzes, interprets, and applies existing and changing laws, regulations, labor contract provisions and directives relative to payroll transactions; *E*

Processes voluntary deductions for tax sheltered annuity (TSA) contracts, insurance and Section 125 changes and submits payments to companies; *E*

Performs earnings corrections and annually computes, reconciles against quarterly employee taxes paid by district and prepares W-2 forms for distribution to employees; *E*

Research and compile information on employee health and insurance issues, and answer questions on premiums and deductions; *E*

*E denotes an essential function of the job.*

Compile data and prepare State and Federal reports, e.g., the Multiple Worksite and Unemployment reports; *E*

Monitor and update employees Workers= Compensation claims, making year-to-date adjustments as necessary; also prepares forms required for processing disability claims; *E*

May compute and prepare quarterly tax reports;

Assists and consults in the preparation of reports and on unusual situations involving deviation from established policy or precedent;

Answers and/or researches payroll/work history/retirement related inquiries from employees, administrators, other agencies and the public, which may be sensitive or confidential in nature.

Upon request compiles data to assist in collective bargaining;

Prepares employment verification responses;

**SUPERVISION:**

General supervision is received from the Director, Fiscal Services;

Supervision is not exercised over other employees. Provides instruction and/or guidance to employees assisting in the payroll process.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Methods and practices of payroll and financial record keeping, preferably related to classified and/or certificated payrolls;

Legal and reporting requirements of school district payroll operations;

Word processing, spreadsheet and data base computer applications;

Modern office practices, procedures and terms;

Business office telephone techniques and etiquette.

**Ability to:**

Learn applicable District and County Office payroll practices, procedures, rules, regulations, policies, and contractual obligations;

Work independently in developing record keeping procedures to meet defined objectives;

Research, compile, analyze, interpret, and prepare accurate documents, reports, and payroll information;

Audit payroll records and data;

Read, understand, apply and explain technical and legal material relative to payroll matters;

Develop and/or adapt work procedures and record keeping systems to meet changing needs;  
Operate a wide variety of office equipment associated with making calculations including use of computer data base, word processing and spreadsheet software;  
Make arithmetic calculations with speed and accuracy;  
Perform general and statistical clerical work;  
Follow written and oral instructions;  
Handle sensitive information;  
Establish and maintain effective working relationships;  
Communicate accurately, effectively and courteously both orally and in writing to a diverse audience.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. Two years of responsible full charge payroll record keeping and preparation experience, preferably in a public sector agency. Completion of education in payroll preparation and reporting may be substituted for full charge payroll experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Works inside in a normal office environment, predominately seated; uses a computer, calculator and telephone; repetitively uses fingers, on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; has visual acuity sufficient to see small details in an office setting; has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor; works with high volume, tight deadlines and is subject to frequent interruptions.

Revised 11/00

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