



TITLE	CLASSIFICATION	SALARY GRADE
PAYROLL TECHNICIAN	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE: 2013/14 Classification Review		

JOB DESCRIPTION:

Under general supervision, perform complex work involved in the processing of the District's payroll; maintain employee payroll information in an integrated information data system; audit and verify incoming payroll data; assist departments with applicable forms and processes; initiates course of corrective action and provides guidance to departments to process accurate employee payroll; compile and administer salary increases and retroactive pay; and perform related work as required.

SCOPE:

The Payroll Technician performs a broad range of complex duties to ensure the accuracy of payroll calculations and processing of the District's payroll; maintains and provides detailed information to employees for specific payroll functions; prepares emergency warrants and expenditure transfers; calculates estimated fringe benefit costs for employees; and maintains complex payroll accounting spreadsheets to monitor authorization to work; and interpret and apply Federal and State regulations, District policies and procedures.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Processes regular and supplemental monthly payroll for all employee groups; performs complex payroll calculations; gathers and verifies information from departments for proper processing of payroll transactions; creates, audits, corrects and balances payroll and a variety of reports.
2. Analyzes integrated payroll system calculations for accuracy; researches and applies corrective action as needed, including salary adjustments for retroactive pay & retirement purposes.
3. Works with multiple integrated financial/student systems to audit pay generation reports.
4. Monitors hours worked by faculty and staff to ensure authorization of work, correct use of budget codes, verification of pay rate, and to prevent over expenditure of funds.
5. Calculates Internal Revenue Service (IRS), Franchise Tax Board (FTB) and Family Support Services garnishments in accordance with regulations.
6. Develops and maintains complex payroll spreadsheets; compiles, analyzes, calculates and audits information from all relevant forms; processes adjustments, codes and enters information into the payroll system to produce warrants; coordinates certificated hours tracking programs, enters changes in scheduling system for faculty step movement and researches and resolves discrepancies in coordination with Scheduling and Human Resources staff.
7. Compiles distribution of payroll warrants, reports and advice of deposit notices; mails, and files payroll warrants; produces and disseminates payroll reports.
8. Generates stop payments, accounts receivable, accounts payable, cancels/rewrites of warrants, calculates and processes expenditure transfers with fringe benefits and prepares journal entries; processes internal advances for emergency situations.
9. Calculates, verifies and processes deductions; disburses payments in accordance with established timelines; determines the appropriate amount for voluntary and involuntary deductions.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Researches questions and computations regarding gross pay, load, salary, deductions, retroactive pay; interprets and explains payroll and District practices and procedures to employees.
11. Reviews, processes and verifies new hire and retirement paperwork for all employees; creates and maintains spreadsheets to monitor and code exceptions to normal retirement coding for hourly payrolls.
12. Processes, monitors, and calculates required step increases and adjustments for hourly, classified, contract and adjunct employees.
13. Responds to employee verifications from various external agencies for detailed information on pay rates and wages paid.
14. Trains and directs the work of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform complex payroll work with accuracy; work under time constraints; perform mathematical calculations; operate standard office equipment, including a computer and 10-key machine; communicate effectively in English; follow and understand oral and written directions; develop and maintain financial and statistical records; assist with the interpretation and application of collective bargaining agreements; perform research, data compilation, analysis and evaluation, taking corrective action as needed; deliver payroll support to employees in a calm and professional manner; identify, evaluate and resolve payroll issues; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

IRS and FTB tax laws and regulations; public employee retirement systems; current methods, practices, and terminology used in payroll, and financial and statistical record keeping; modern office practices and techniques; standard computer software, including application of complex spreadsheet formulas; accounting practices; business mathematics.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from High School with some college coursework in Accounting or related field; Associate's Degree or Payroll certificate preferred.

Experience:

Increasingly responsible experience working with electronic payroll, accounting, financial or statistical records and systems. Prior experience in an educational environment, including experience with collective bargaining agreements is highly desirable.