

PAYROLL COORDINATOR

DEFINITION

Under direction, this confidential position provides administrative assistance to the payroll manager in the daily operations of the office; oversees, coordinates, and performs a wide variety of complex and responsible technical and administrative duties involving the most confidential work of the unit; provides lead supervision to other payroll staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This lead position in the series is distinguished from the District Senior Payroll Clerks by its lead responsibilities, its performance of the most difficult and confidential work of the unit including labor relations/negotiations related tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Payroll Manager.

Provides lead technical and functional supervision to other payroll staff, student workers, and classified hourly staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited:

Provide administrative assistance to the payroll manager in the daily operations of the office.

Oversee, coordinate and perform a wide variety of complex, responsible, and confidential technical and administrative duties; research and assist in costing proposals for management negotiations with various bargaining units.

Train and provide lead supervision to technical and other support payroll staff; review and approve requests for use of paid leave; provide minimum corrective direction and action in the absence of the manager.

Receive and investigate complaints or refer to other appropriate district managers; research and assemble records, data, and confidential materials; disburse materials and data to authorized individuals and agencies.

Review all unemployment claims and industrial claims processes; sign and forward unemployment claim forms to third-party agency; prepare quarterly payments as requested by EDD; inform manager of industrial claims with potential liability; review voucher abatements with payroll staff prior to processing adjustments to salaries or reimbursements of leave time; maintain related files as required by law.

Coordinate disability leaves with Human Resources, affected employees, and their departments; forward claim forms to employees; calculate disability periods; notify insurance carriers; disseminate needed information to employees and their dependents.

Interpret, explain and consult with district staff and departments concerning payroll policies, procedures, and processes; respond to public inquiries for technical information and assistance; assist payroll staff in resolving the most difficult and technical payroll problems.

(over)

EXAMPLES OF DUTIES (continued)

Develop, generate, monitor, and distribute detailed written and statistical reports and memos pertaining to requests for confidential records and data; maintain confidential correspondence records and files.

Conduct reviews and verify accuracy of adjustments to on-line records of hours worked by students and classified hourly employees; review preliminary student and hourly overtime classified payrolls; audit on-line adjustments to sick leave balances; review vendor warrants prior to mailing.

Verify the accuracy of on-line changes to employee benefits; ensure premium payments are made in compliance with district policies; ensure the receipt and accurate processing of payments from retirees, COBRA and spouses/dependents of deceased employees to accounts receivable system.

Review on-line electronic deposits; verify authorization forms prior to deposit; sign forms to verify the use of correct deposit numbers.

Complete employment verification requests for salary information in accordance with approved procedures.

Administer the employee computer loan programs; assist in processing computer purchase contracts.

Prepare journal entries as needed.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Worker's Compensation, OSHA, PERS, STRS, federal, state, social security, Medicare, disability, and unemployment claims reporting laws, regulations, and practices.
- Principles, practices, methods, and techniques involved in training and providing lead supervision.
- Policies and procedures and other laws and rules related to the assigned area.
- Payroll and financial record keeping methods, practices, and techniques.
- Confidentiality requirements related to the use and distribution of personnel and financial records, data, files, and reports.
- Modern office methods, procedures, practices, and equipment including computer hardware, software, and peripheral equipment.
- Research techniques; report preparation.

Ability to:

- Train and provide lead technical and functional supervision to other payroll staff.
- Make difficult mathematical calculations with speed and accuracy.
- Interpret, explain, and effectively apply policies and procedures, laws, and rules.
- Research and gather data for use in the preparation of detailed reports, records, and files.
- Compile and maintain accurate and complete records and reports.
- Analyze situations accurately and adopt an effective course of action.
- Take responsibility and use good judgement in recognizing scope of authority.
- Work independently with minimal supervision.
- Independently compose routine correspondence and other written and statistical reports.
- Understand and follow oral and written instructions.
- Use a variety of machines and equipment in the performance of duties including computers and peripheral equipment, copiers, calculators, and adding machines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Train and provide technical and functional work supervision to other staff as assigned.

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Experience and Training:

Any combination of experience and training that likely would provide the required knowledge and skill is qualifying. A typical way to obtain the knowledge and skill would be:

Experience:

Three years of increasingly responsible experience performing duties similar to those of a District Senior Payroll Clerk with the District and which involved creating financial spreadsheets, maintaining computerized databases, and operating word processing equipment. Also requires experience providing technical and financial supervision to other staff.

Training:

Completion of at least some college-level course work or specialized training related to computerized payroll and financial record keeping, staff training and supervision, and employee benefits.

PHYSICAL DEMANDS

The physical demands described 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 functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, reports, and press releases to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.