

PAYROLL TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1014	Non-Exempt	Office/Clerical	PEU Local 1	56	06/26/03	Classified	1 of 2

DEFINITION: Under general supervision of a Principal Payroll Technician or Principal Accountant, using a moderate skill level for this series, performs a wide variety of responsible and technical payroll functions and activities that involve the processing of payroll data and resolution of payroll discrepancies at the District Office; updates payroll records; and provides information to employees, management, faculty, the general public, college payroll offices, District Human Resource staff regarding payroll procedures, rules, requirements, standards, salaries and personal confidential information. *This is a flex classification. Incumbents may progress to the Senior Payroll Technician level after completing two years in the classification of Payroll Technician, passing a non-competitive job-related test and meeting the requirements for flexing to a higher classification described in the applicable collective bargaining agreement.*

DISTINGUISHING CHARACTERISTICS: A Payroll Technician is located at the District Office and performs moderately complex clerical duties related to the processing of payroll data, auditing of salary payments, deductions, and payroll records for compliance with rules and regulations and updating and maintaining payroll master file fields on the database, resolving salary payment, deduction and record discrepancies. In contrast, a Senior Payroll Technician performs the more complex clerical payroll duties and investigates and resolves difficult problems involved in processing payroll data.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but are not limited to the following:

- Receives, checks, verifies and processes recommended personnel actions regarding payroll transactions such as employment separations, leave requests and changes for academic, management and classified personnel.
- Updates data and processes entries for the on-line payroll system.
- Troubleshoots and resolves issues related to salary payments and personal deductions.
- Provides information regarding payroll procedures, rules, requirements, standards and salaries.
- Calculates and audits spreadsheets, time cards, vacation and sick leave balances, payroll reports, holiday leave and extended sick leave usage.
- Collects, summarizes and analyzes payroll related data in order to develop a variety of reports in compliance with established District, governmental laws, regulations, codes, policies and procedures.
- Develops written payroll related reports and presents information orally.
- Notifies and distributes reports to staff, management, human resources and outside auditors.
- Collects payroll related statistics and resolves various issues related to salary, leaves, employee information, status and related areas.
- Reviews board agenda items and coordinates review with Human Resources as required.
- Compiles payroll reports and makes payroll information available to employees and management for review.
- Creates and audits retirement membership authorization codes.
- Acts as a resource/liaison to employees and their dependents and selected vendors.
- Creates and audits payroll system files for use during the annual audit and budget process.
- Develops and maintains lists of approved tax shelter annuity companies.
- Audits legal maximum dollar tax shelter annuity requirements and vacation maximum eligibility earnable.
- Maintains historical files and records related to retirement, resignations, sabbaticals, terminations and provisions of relevant collective bargaining agreements.
- Develops forms to capture eligibility and payroll related information, determines eligibility, notifies



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employees of changes and monitors deadlines.

- Identifies and troubleshoots problems with the on-line human resources system and implements approved changes.
- Meets with management for discussion related to data files and develops and implements appropriate procedures; and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of salary and benefit administration, training and record keeping, laws, rules, regulations, and collective bargaining provisions impacting payroll; business mathematics; modern office procedures, methods, computer equipment and payroll-related equipment; typical modern office computer software programs such as word processing, spreadsheets, and databases; written report development and oral presentations.

Ability To: Enter and retrieve data using a personal computer and keyboard with speed and accuracy; compile, analyze, and summarize information and data; perform mathematical calculations quickly and accurately; interpret and apply payroll rules, laws, procedures, policies, and collective bargaining agreements; establish and maintain accurate records and files; perform technical payroll work in a variety of assignment areas; effectively operate modern office equipment including computers and proficiently use spreadsheet, database, word processing and payroll related software applications; communicate effectively and tactfully both verbally and in writing; analyze situations accurately and adopt effective courses of action; use independent judgment, initiative and problem solving skills; prepare reports; establish and maintain cooperative relationships with those contacted in the course of work.

Education/Training: Equivalent to graduation from high school and 30 semester units of lower division course work in business, business software such as spreadsheets, finance, accounting, human resources or a related field.

Experience: Equivalent to at least two years (2) years of full-time experience in the District's classification of Senior Payroll Clerk in the preparation of payrolls, using a computerized payroll system.

License/Certification: None.

Actions: Takes the place of the District Office Senior Payroll Clerk classification. Adopted by the Governing Board on 06/25/03.