

PRINCIPAL PAYROLL TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1016	Exempt	Professional	Confidential Supervisor	67	01/30/03	Classified	1 of 2

DEFINITION: Under general direction of the Payroll Services Supervisor, using an expert skill level for this series, provides general and technical supervision to a payroll unit of technical and clerical payroll employees at the District Office; resolves the most complex, difficult, and time consuming payroll problems; and interprets and explains District operating procedures, rules and regulations relating to payroll processing to staff, administrators and employees.

DISTINGUISHING CHARACTERISTICS: A Principal Payroll Technician is located at the District Office and provides supervision for a technical and clerical payroll unit involved in payroll work, including the analysis and audit of payroll records, the application of contract provisions as well as rules and regulations, extensive public contact, and the correction of errors in payments, deductions and benefit accruals. A Payroll Services Supervisor oversees day-to-day payroll operation activities, conducts complex and difficult analysis to improve operations and supervises payroll processing and payroll retirement staff. A Senior Payroll Technician performs the more complex clerical payroll duties and performs lead responsibilities for a group of technical and clerical payroll personnel.

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

- Supervises, plans, coordinates, schedules, and assigns the work of a group of specialized clerical employees engaged in processing payroll documents.
- Oversees the maintenance of payroll records and resolves discrepancies with payroll documents and records.
- Develops guidelines and procedures governing the processing of payroll documents.
- Assists in the development or revision of computer application procedures pertaining to the processing of payroll documents.
- Evaluates, revises, and implements work methods and procedures used by the unit in processing payroll documents and data.
- Develops reports and presents payroll information orally or in writing.
- Recommends changes to current procedures, policies, or instructions to conform to legislation which has been enacted.
- Reviews, interprets for staff and implements bargaining unit contracts, procedures and rules as they affect the processing of payroll documents.
- Determines workload requirements, establishes priorities for completion of work; prepares work schedules to meet deadlines, develops unit workflow and assigns work accordingly.
- Assists outside auditors with payroll audits and works with Payroll management on audit responses and corrective actions.
- Reviews the work of subordinates for accuracy, adequacy and compliance with instructions, procedures and work methods.
- Resolves substantive problems, payroll procedure interpretations, discrepancies and handles non-routine inquiries related to payroll documents, records and operations.
- Consults with administrators, employees, employee representatives and other governmental agencies on matters related to payroll.
- Explains payroll operating procedures, policies and regulations to district personnel.
- Trains employees in the work of the unit and evaluates and advises them on work performance.
- Participates in payroll preparation during peak workload periods and in the absence of other personnel.



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- Acts for a higher level supervisor in his/her absence on designated matters; and performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Federal, State and local laws relative to salaries, deductions, and payroll; District policies and procedures and union contracts as they relate to wages, salaries, deductions and payroll; policies, rules and regulations related to the State Teachers’ Retirement System and the Public Employees’ Retirement System; computerized payroll systems and procedures; capabilities of computer applications and hardware in the management of payroll operations; accounting principles and procedures; time-reporting and payroll procedures; office management practices and procedures; principles of supervision and training; typical modern office computer software programs such as word processing, spreadsheets and databases; report and presentation writing; principles of work organization and simplification.

Ability To: Supervise, coordinate and schedule the work of others; train others in specialized payroll practices and procedures; evaluate work methods and performance; analyze, interpret, apply, and explain complex rules and regulations related to payroll; utilize a computerized payroll system; detect discrepancies in payroll records and data, determine source of error and take corrective action; apply information systems coding procedures related to payroll operations; effectively operate modern office equipment including computers and proficiently use spreadsheet, database, word processing and payroll related software applications; type accurately on a keyboard; give clear and concise instructions; prepare accurate reports; maintain accurate and detailed records; read and interpret computer printouts; work under the pressures of recurrent deadlines with frequent interruptions; establish and maintain effective relationships with District personnel, staff, students, and other agencies; learn specialized software applications.

Education/Training: Equivalent to completion of an AA degree from an accredited college with major course work in accounting, finance, business or a related field. A Bachelor’s degree in a related field is desired.

Experience: Equivalent to at least five (5) years of progressively responsible technical clerical payroll or accounting experience, with at least two years lead experience equivalent to the level of the District’s Senior Payroll Technician.

License/Certification: A valid Class C California Driver’s License.

Actions: Takes the place of the Payroll Coordinator classification. Adopted by the Governing Board on 01/29/03.