

## SENIOR PAYROLL TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1015	Non-Exempt	Office/Clerical	PEU Local 1	60	06/26/03	Classified	1 of 2

**DEFINITION:** Under general supervision of a Principal Payroll Technician or Principal Accountant, using a high skill level for this series; participates in the work of a small group of payroll personnel engaged in processing payroll data; and resolves the more complex and difficult payroll problems.

**DISTINGUISHING CHARACTERISTICS:** A Senior Payroll Technician is located at the District Office, performs the more complex clerical payroll duties and investigates and resolves difficult problems involved in processing payroll data. A Principal Payroll Technician provides supervision for a technical and clerical payroll unit involved in payroll work, including the analysis and audit of payroll records, application of academic and classified rules and regulations, extensive public contact, and the correction of errors in payments, deductions and benefit accruals. A Payroll Technician 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.

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

- Participates in the work of a small group of payroll employees engaged in processing payroll or retirement payroll data.
- Audits salary payments and deductions for compliance with rules and regulations.
- Maintains payroll records and resolves salary payment discrepancies.
- Investigates and resolves difficult problems involved in payroll, retirement system deductions, Workers' Compensation payments and adjustments, and attorneys' requests and subpoenas.
- Answers inquiries regarding payroll preparation and discrepancies.
- Explains policies and procedures and laws and regulations related to payroll operations to District personnel.
- Checks payroll assignments of academic, classified and temporary employees for conformance with pertinent laws, regulations, rules, interpretations and collective bargaining agreements.
- Assists in conducting training sessions for time reporting personnel.
- Assists in the training of new payroll employees.
- Maintains a manual of all new rules, regulations and collective bargaining agreements affecting salary payments of unrepresented, faculty and classified employees.
- Develops payroll related written reports and presents information orally.
- Performs all the duties/essential functions described in the class specification for Payroll Technician and performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Federal, State and District rules and regulations, laws and collective bargaining provisions impacting payroll; computerized payroll systems and procedures; time-reporting and payroll procedures; methods and terminology used in financial and statistical recordkeeping; accounting principles and practices; letter, memorandum, and report formats; business mathematics; public relations techniques for public contact in person and on the telephone; office practices, procedures, and equipment; organization and management of records; capabilities of computer systems and hardware used in payroll operations; typical modern office computer software programs such as word processing, spreadsheets, and databases; written report development and oral presentations; and principles of training; principles and practices of salary administration, record keeping.



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**Ability To:** Provide technical assistance, training in payroll practices and procedures; analyze, interpret, apply, and explain payroll related rules and regulations, collective bargaining agreements and procedures; analyze, interpret, apply, and explain payroll related rules and regulations for the State Teachers' Retirement System and the Public Employees' Retirement System; detect discrepancies in payroll records and data, determine source of error and take corrective action; utilize a computerized payroll system; 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; read and understand computer printouts; make arithmetical computations rapidly and accurately; review, record and verify payroll information with speed and accuracy; prepare and maintain accurate reports and records; give clear and concise instructions; work under the pressures of recurrent deadlines with frequent interruptions; work effectively and cooperatively with District personnel and students.

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

**Experience:** Equivalent to at least five (5) years of progressively responsible technical clerical payroll or accounting experience, with at least two years experience equivalent to the level of the District's Payroll Technician. Experience should have included calculation of earnable salaries, handling sensitive confidential material; and handling multiple and complex tasks simultaneously and setting priorities.

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

**Actions:** Newly created classification. Adopted by the Governing Board on 06/25/03.