



DISTRICT PAYROLL SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	60	07/01/2017	Classified	1 of 3

DEFINITION

To process complex and advanced payroll actions for Districtwide classified, management and academic employees; and to act as a key resource in the college district for payroll-related processes and questions.

DISTINGUISHING CHARACTERISTICS

District Payroll Technician – This classification performs moderately complex clerical duties related to the processing of payroll data, resolving salary payment, deduction and record discrepancies.

District Payroll Specialist – This classification performs more complex payroll actions and investigates and resolves difficult problems involved in processing payroll data.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Exercises technical or functional supervision over student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates the day-to-day administration of employee payroll programs.
- Interprets and explains relevant laws, regulations, contract rules and/or policies.
- Reviews and processes inquiries from employees and outside agencies regarding wage computation, wage deductions, leave accruals and other payroll-related items, including but not limited to garnishments, liens, levies and health deductions with adjustments.
- Reviews payroll assignments of employees to ensure conformance with pertinent laws, regulations and union collective bargaining agreements and retirement agencies.
- Processes payroll (including emergency warrants) for employees using the Enterprise Resource Planning (ERP) System.
- Creates, organizes and maintains detailed employee files.
- Generates new position reports, pulling all new positions created by Human Resources to ensure proper retirement contributions are taken.
- Generates, calculates and maintains accumulated leave records for all employees; adjusts and corrects computer file records as needed.
- Monitors leave balances and prepares paperwork for wage deduction due to over-use of leaves hours.
- Verifies and processes all time cards, special payments and stipends.
- Computes payroll for employees, including all adjustments and deductions.
- Provides direction to payroll staff on payroll input and auditing procedures.
- Maintains detailed and accurate payroll records and files.



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- Prepares and compiles routine and specialized queries on financial and statistical data; conducts analyses and prepares reports on relevant payroll information
- Audits all paperwork for proper completion and supporting documentation.
- Coordinates with the District Human Resources Department to develop processes related to payroll; resolves discrepancies with employee complaints and escalations.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Collective bargaining agreements.
- Relevant federal, state and local laws governing payroll activities, including the California Education Code
- Modern software applications (Microsoft Office Suite, etc.).
- Basic accounting principles and processes.
- Time and attendance rules, guidelines and practices in the workplace.
- State Teachers' Retirement System (STRS) and Public Employees Retirement System (PERS) laws and regulations.

Skill/Ability to:

- Keyboard with accuracy.
- Communicate effectively, both orally and in writing.
- Resolve problems and demonstrate customer service skills.
- Apply industry standard payroll principles and procedures in the work performed.
- Research and analyze data, and draw conclusions.
- Prepare clear, complete and concise reports.
- Interpret, apply and explain District rules and regulations.
- Work in a high volume, fast-paced environment, demonstrating the ability to work well both independently and as a team player.
- Perform mathematical calculations accurately.
- Understand and carry out both oral and written instructions in an independent manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of experience providing professional-level assistance in payroll administration.



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EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college with course work in business, accounting, finance, or a related field, or the equivalent.

Adopted: 07/01/17