PALOMAR COMMUNITY COLLEGE DISTRICT

PAYROLL SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To process and ensure accurate and timely payment of wages to student and short-term employees; create payroll files and print reports; perform a variety of duties related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Payroll Manager.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform a variety of functions supporting the accurate and timely payment of wages to student and short-term employees.
2. Gather, audit, calculate and post student and short-term employee hours for payment.
3. Calculate and issue retroactive salary adjustments.
4. Issue lump-sum payments to service providers.
5. Monitor days worked by short-term/substitute and seasonal employees.
6. Notify employees and supervisors of days worked in fiscal year.
7. Monitor hours worked towards PERS membership and notify employees and supervisors when qualifications for membership have been met.
8. Determine employee eligibility and enrollment in retirement systems and complete appropriate documentation.
9. Process various documents including tax withholding, voluntary deductions and authorizations for automatic payroll deposits.
10. Create paysheets and run actuals distribution.
11. Issue regular, online and replacement checks, plus direct deposit advices.
12. Request accounts payable warrants to cover general deductions, savings plans, direct deposits, federal and state withholdings, Medicare, OASDI and APPLE.
13. Prepare and call in payroll tax deposits.
15. Create and transmit Warrant 77 file.
16. Purchase department’s equipment, supplies and materials as needed.
17. Respond to employment verifications and unemployment insurance benefit audits.
18. Ensure compliance with Federal Privacy Act regulations to reduce liability on release of employee assignments and pay information.
19. Respond to court-ordered subpoenas for employee records.
20. Respond to employee inquiries regarding payroll issues.
21. Ensure compliance with applicable education codes, retirement systems laws, District policies and procedures.
22. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
• Principles and practices of processing payroll.
• Modern office procedures, methods and equipment including computers.
• Mathematical principles.
• Telephone techniques and etiquette.

Ability to:
• Ensure accurate and timely payment of wages to student and short-term employees.
• Learn and apply pertinent federal, state and local codes, laws and regulations.
• Ensure compliance with applicable education and governmental codes.
• Determine employee eligibility and enrollment in appropriate retirement system.
• Maintain security and confidentiality of employee records.
• Perform mathematical calculations quickly and accurately.
• Maintain a variety of financial records and files.
• Respond to requests and inquiries from employees regarding payroll issues.
• Understand and follow oral and written instructions.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.
EXPERIENCE AND TRAINING GUIDELINES
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
One year of increasingly responsible payroll processing experience. Proficiency in Word, Excel and PeopleSoft HRMS preferred.

Training:
Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens; extensive contact with staff and students.

Physical Conditions:
Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; near visual acuity to recognize numerical figures.