PAYROLL TECHNICIAN

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 classified staff, administrators, board members, full-time faculty and part-time faculty; 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 classified staff, administrators, board members, full-time faculty and part-time faculty.
2. Determine, calculate, audit, adjust and correct earnable compensation including retroactive pay increases and one-time payments.
3. Coordinate and adjust pay for out-of-classification assignments, leaves of absence, pregnancy leave, family care and medical leave, half-pay sick leave, catastrophic illness leave, and industrial accident or illness leave.
4. Calculate and set-up additional compensation such as bilingual, department chair, doctoral and professional growth stipends, and shift differential.
5. Accrue, record, verify, monitor and correct records for sick leave, vacation and other absences for assigned pay group.
6. Track compensatory time off and comply with the Fair Labor Standards Act (FLSA) in regards to its compensation and usage.
7. Calculate and process overtime and extra-hours compensation.
8. Monitor load banking leave’s maximum accruals, retention and liquidation limits.
9. Create pay sheets, and run confirmation process and actuals distribution.
10. Issue regular, online and replacement checks, direct deposit advices, and employees’ absence reports.
8. Monitor and maintain off-salary time for less than 12-month and less than 100% employees.
9. Provide salary information on worker’s compensation and long-term disability claims.
10. Process various documents including tax withholding, voluntary deductions, and authorizations for automatic payroll deposits.
14. Determine employee eligibility and enrollment in retirement systems and advise employees regarding membership qualifications and complete appropriate documentation.
15. Create, audit, and edit retirement reports and request payment of PERS and STRS contributions.
16. Send retirement information and contributions to the County Office of Education.
17. Create, edit and submit Member Status/Name Change Notification (MR-87) to CalSTRS.
18. Respond to employment verifications and unemployment insurance benefit audits.
19. Ensure compliance with Federal Privacy Act regulations to reduce liability on release of employee assignments and pay information.
20. Respond to court-ordered subpoenas for employee records.
21. Interpret State and District laws, policies, procedures, rules and regulations involving compensation, benefits and retirement systems, and implement revisions to procedures as appropriate.
22. Respond to employee inquiries regarding payroll issues.
23. Ensure compliance with applicable education and government codes.
24. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of processing payroll.
- Advanced principles and procedures of accounting.
- Principles and procedures of financial recordkeeping.
- Modern office procedures, methods and equipment including computers.
- Advanced mathematical principles.
- Telephone techniques and etiquette.
- Pertinent federal, state and local codes, laws and regulations.
Ability to:

- Ensure accurate and timely payment of wages to classified staff, administrators, board members, full-time faculty and part-time faculty.
- 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.
- Accurately 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:

Two years of increasingly responsible payroll processing experience, preferably one in the public sector. Knowledge of membership and deduction subjectivity in the PERS and STRS retirement systems and proficiency in Word, Excel, and PeopleSoft HRMS preferred.

Training:

Equivalent to the completion of the twelfth grade supplemented by college-level course work in accounting, finance or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with faculty and staff.

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.