

**Payroll Technician**  
(Classified Bargaining Unit Position)  
(Range 33)

**DEFINITION**

Under direction of a Director or Supervisor, the Payroll Technician shall perform complex, technical, and detailed work in the preparation of reviewing, auditing and processing payroll records, documents and related materials for district employees; provide support to the general accounting function; and perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Payroll Technician class is distinguished from the accounting series in that the primary duties of the position are to process the District's payroll and require a working knowledge of payroll processes such as retirement, leave and benefits terminology, concepts, and regulations. This is an experienced level class, competent to perform a variety of specialized technical duties in support of the payroll function.

Incumbents serving in positions assigned to this class experience a high frequency of responsible contact with the public and staff. This position requires tact and good communication skills. Incumbents exercise discretion within established guidelines and assure compliance with applicable laws, rules and regulations.

The performance of duties by the incumbent contributes to institutional effectiveness by facilitating processes required for District operations (i.e. payroll).

**ESSENTIAL FUNCTIONS**

- Prepare, analyze and process payroll records, documents and related materials in a timely manner for all District employees;
- Compute payroll and other statistical data with speed and accuracy;
- Coordinate generation of payroll warrants, recordkeeping, and use of automated system with responsible County Office of Education;
- Calculate, prepare and process documents and follow up communications for cash transfer between the County Treasury and the District's merchant bank for electronic payroll tax remittances;
- Calculate, prepare, analyze, and transmit electronic payment of current payroll tax liability and garnishments to Federal and State Agencies, including quarterly reports;
- Transmit and communicate with County Treasurer's office and Benefits Technician regarding electronic funds transfer request for TSA payments to third party administrator;
- Coordinate generation and transmittal of direct deposit file for payroll receipts;
- Create invoices, and distribute for voluntary deductions for employee payment and garnishments to appropriate Agencies and employee organizations;
- Prepare and submit reports and remittances for various taxing, financial and insurance organizations;
- Generate, review, adjust and balance appropriate reports for all assigned payrolls and submit to processing agency in required electronic format;
- Compile, research, and prepare a variety of periodic and special reports related to payroll;
- Audit, maintain and update employer data including tax tables in the payroll computer system;

- Ensure maintenance of records including effective dates of employment, salary and status changes, hours worked, vacation and other leave taken, benefits and other payroll deductions, employee pay history, total payroll expenditures, retirement eligibility, etc.;
- Record and maintain confidential payroll records such as individual employee records for benefit purposes, W-4 forms, taxes, garnishments, earning records and others;
- Respond to questions and comments from employees requiring general interpretation of applicable laws, rules and regulations governing District payrolls;
- Interpret and provide information pertaining to legal mandates, policies, regulations and payroll operation guidelines to District employees;
- Maintain, update and reconcile employee leave records and calculate pay adjustments as needed;
- Calculate, prepare and process pay adjustments and communicate with employees regarding those adjustments;
- Release payroll information to legally authorized agencies;
- May oversee the work of temporary staff assigned to assist with the payroll functions;
- Analyze and calculate faculty assignment changes;
- Work in liaison capacity with Computer Services Division;
- Process retroactive pay within specific timelines;
- Operate computers and other general office equipment;
- Utilize the District's integrated software in performing the required duties of the position;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

**Duties may require the physical ability to:**

- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operations.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

**QUALIFICATIONS**

**Education:**

Required

- One year college level accounting, business administration and general office coursework.

Preferred

- Associate degree in business administration or closely related field;
- Additional qualifying experience may be substituted on a year for year basis for desired education.

**Experience:**

Required

- Three years of agency payroll and financial recordkeeping.

Preferred

- Educational or public agency payroll experience.

**Or any equivalent combination of education and experience.**

**Knowledge of:**

- Recordkeeping requirements, rules and regulations related to the payroll process;
- Payroll reporting procedures of county, state and federal agencies and insurance and financial firms;
- Office practices and procedures, including filing and the operation of standard office equipment;
- Basic business data processing, principles and software applications related to payroll processing, including word processing and spreadsheet software;
- General accounting and auditing principles and practices;
- Business mathematics, including percentages, decimals and bookkeeping;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English grammar, spelling, punctuation and vocabulary;
- District policies and procedures.

CCCUE Approval: 07/09/2009

Board of Trustees Approval: 07/23/2009