



PAYROLL PROCESSING SPECIALIST

Job Code: 305ABE
Bargaining Unit: 01
Effective Date: 2/7/2012

Description of Work

General Statement of Duties

Administers the payroll process; performs complex payroll transactions; and performs other related duties as required.

Supervision Received

Works under the general direction of a unit supervisor or division head.

Supervision Exercised

May provide work direction to lower level payroll staff in the absence of the department manager.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Provides information and assistance to department employees concerning paychecks, payroll forms, and payroll rules and regulations.

Processes and/or calculates frequent transaction adjustments involving shift differentials, out of title pay, premium pay, and workers compensation.

Trains and acts as a resource to lower level payroll staff and to all employees responsible for submitting payroll data.

Audits, enters, or monitors the entry of all employee time records.

Prepare and enters or assists other payroll staff with the entry of payroll transactions to produce payroll registers.

Distributes hours worked to the proper labor distribution codes.

Compiles information and prepares numerous payroll reports such as sick leave, leave with no pay, general reports, etc. Audits payroll registers to insure accuracy and makes corrections when necessary.

Processes payroll forms for new employees.

Calculates employee advances and adjustments in salaries and backpay.

Maintains permanent employee time records and department personnel records.

Drafts letters and reports concerning payroll information requested by management, other district departments, and various contacts outside the District.

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Typical Duties Performed (continued)

Keeps informed of numerous changes in employee contracts, personnel rules, federal and state tax withholding and Public Employees Retirement Association rules and other related rules, laws and regulations as appropriate.

Knowledge, Skills, and Abilities

Knowledge of the principles and techniques of payroll preparation.

Knowledge of basic accounting and bookkeeping practices and procedures.

Knowledge of Civil Service rules relating to payroll and time records.

Knowledge of local, state and federal laws, rules and regulations relating to payroll.

Knowledge of labor agreements and their impact on payroll.

Knowledge of office practices and procedures.

Some knowledge of computerized human resource and payroll systems.

Skill in the operation of office equipment.

Ability to interact effectively with other district employees.

Ability to make arithmetic computations.

Ability to meet strict time deadlines and to prioritize work accordingly.

Ability to follow complex oral and written instructions.

Ability to perform work that requires close attention to detail

Knowledge, Skills & Abilities (continued)

Ability to work as part of a team.

Minimum Qualifications

High school graduation and-six years of clerical experience with increasing levels of responsibility, at least three years of which must have been performing-payroll functions. (Equivalent combinations of education and/or experience will be considered.)