

PAYROLL SPECIALIST

BASIC FUNCTION

Coordinates the preparation, maintenance, and processing of the District's payroll; prepares, maintains, and distributes a variety of payroll records and reports; processes and reviews multiple payroll cycles to ensure employees are paid in an accurate and timely fashion.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for performing technical duties in support of the District's payroll system. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Prepares, calculates, and codes all pay documents, including teaching assignments, stipends, differential pay, and timesheets; assesses, evaluates, and confirms payroll balancing for all administrators, certificated, classified, confidential, and student employees; adheres to schedules and timelines established by the District and the Riverside County Office of Education.
2. Enters and reviews payroll data into the District's payroll software to generate payroll warrants and required reports.
3. Assists departments and employees by providing payroll information, explaining procedures, and answering questions pertaining to payroll; ensures compliance of District timekeeping and pay practices with state and federal laws, personnel rules and policies, CalSTRS laws, CalPERS laws and reporting rules, collections rules and policy, Education Code, and union agreements as they apply to wage and hour, payroll, withholding and deductions, retirement benefits, and a wide variety of paid and unpaid leave usage.
4. Processes, calculates, and maintains records of a variety of personnel and payroll actions, including validating new hire set-up and changes in pay or employment status, direct deposit information, tax withholding, overtime and holiday hours, retroactive or adjusted pay, retirement and voluntary deductions, wage garnishments, and final paychecks and pay-offs based on applicable laws, rules, or policies; validates accuracy of data and seniority lists.
5. Maintains complete and accurate confidential attendance records in compliance with District, state, and federal guidelines, including the calculation of leaves earned and used and enters data for the employees' paycheck stub.
6. Communicates with employees and supervisors to ensure timely completion, review, approval, and submission of online and paper time records.
7. Processes new employee paperwork and necessary documents such as retirement forms, direct deposit forms, tax withholding, and voluntary deduction forms; evaluates retirement plan membership; processes ongoing changes in employee compensation and benefits as they occur; prepares various retirement forms and documentation.
8. Prepares reports, labor distribution reports, hours/days tracking, load bank summaries, and seniority

reports, as directed.

9. Participates in District-provided in-service training programs.
10. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar.

QUALIFICATIONS

Knowledge of:

1. Payroll and timekeeping practices, procedures, and terminology.
2. Bargaining unit or other collective or individual agreements with provisions that impact payroll processing including, but not limited to, employee deductions for benefits related programs, paid time off, retirement contributions, specialized pay, pay rate changes, and related elements of compensation.
3. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
4. Mathematical principles.
5. Methods and techniques of generating payroll reports.
6. Principles and practices of auditing payroll documents for accuracy.
7. Recordkeeping and retention principles, policies, and procedures.

Ability to:

1. Interpret and apply mandated requirements in the processing and generation of the District's payroll.
2. Review and implement payroll changes based on bargaining unit agreements or other documentation impacting collective and individual compensation, benefits, and withholdings.
3. Work with human resources in setting up new employees and on any changes in pay, benefits, leave, or employment status.
4. Assess, evaluate, and confirm payroll balancing for all District groups.
5. Perform mathematical calculations with speed and accuracy.
6. Review payroll documents for completeness, accuracy, and compliance.
7. Maintain confidentiality of payroll data.
8. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade supplemented by college-level coursework or specialized training in payroll, accounting, or a related field and three (3) years of technical experience supporting a comprehensive payroll system; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.