



## Job Description

POSITION CODE: 632  
Classified Group: CSEA  
Salary Range: 26  
Work Days: 261  
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POSITION TITLE: Payroll Technician II

**DEFINITION:** *Under general supervision, and in addition to the duties of a Payroll Technician I, performs a variety of complex and technical payroll related duties to assure that district employees are paid according to established guidelines and in a timely manner. Follows established regulations to ensure correct payments and records, and resolves discrepancies found in records of personnel assignments, salary payments, retirements, and budget. Audits all incoming paperwork from Human Resources, district sites, and external agencies. Identifies discrepancies and contacts appropriate sources to resolve discrepancies.*

DIRECTLY RESPONSIBLE TO: Manager, Payroll

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Audits all employee calendars, personnel actions affecting payroll (i.e. RFP, SAAD, etc.), and retroactive salary calculations.
2. Calculates and processes all garnishments and scans documents for garnishments.
3. **Audits certificated contracts and notifies appropriate department to ensure accurate processing for employee.**
4. Operates a computer, calculator, and other office machines.
5. **Audits** searches and analyzes payroll and personnel data to prevent and correct errors in salary payments and deductions, including retirement, accrual and control of leaves, and other benefits.
6. **Identify and resolve system processing issues and works with the Lead Payroll Technician, Payroll Manager, and Technology Services to resolve discrepancies.**
7. **Aide in processing and auditing conversions to ensure accuracy and/or identify deficiencies.**
8. Answers questions **from district staff** and **provides** ~~gives out~~ information regarding payrolls.
9. Audits workers' compensation taxes and disposable income.
10. Completes new employee status reports.
11. Creates and maintains desktop procedures.
12. ~~Trains~~ **Assists** other payroll personnel as needed.
13. **Generates reports from the MCAR system to identify corrections and deductions that need to occur.**
14. Prepares, notifies, and collects overpayments from employees.
15. Ensures compliance with the **California** State Teachers' Retirement System (**CalSTRS**), **California** Public Employees' Retirement System (**CalPERS**), and the **Accumulation Program for Part-Time Limited Service Employees (APPLE)**.
16. Prepares retirement enrollment and withdrawal forms for internal and external customers.
17. Completes California State Teachers' Retirement (**CalSTRS**) and California Public Employees' Retirement (**CalPERS**) monthly reports.
18. Processes **district staff** resignations.
19. **Performs related work as required.**

## QUALIFICATIONS

### Education and Experience:

Minimum of a high school diploma or GED is required. Minimum of three years of experience with increasing responsibilities in financial and statistical recordkeeping, preferably in a school district or working with an automated financial system. ~~Up to two years of college work toward a degree in a payroll~~ **Possession of a two-year degree in Accounting or** related field may be substituted for experience.

### Knowledge, Skills, and Abilities:

- **Moderate to advanced proficiency in MS Excel required (i.e. pivot tables, etc.)**
- **Knowledge and skill in the use of computers and assorted software programs**
- **Knowledge of and experience using a ten-key calculator is required**
- Knowledge of **moderate mathematical functions, and** accounting and statistical principles, procedures, and terminology
- Knowledge of modern office practices, procedures, and equipment/machines
- Ability to type and operate a ten-key calculator and standard office machines
- **Ability to understand and follow both verbal and written instruction**
- Ability to **communicate effectively both verbally and in writing with all levels of district staff** ~~understand and carry out oral and written directions without continuous supervision~~
- Ability to ~~establish and maintain effective work~~ **effectively** relationships with **all levels of district staff** employees
- **Ability to work independently, with minimum directions, and make decisions within the framework of established guidelines**
- Ability to foster and create effective relationships to build a team-oriented environment
- Ability to analyze situations and adopt an effective course of action
- **Ability to establish and maintain records and maintain a confidentiality of privileged information obtained in the course of work**
- **Ability to audit all incoming paperwork for discrepancies, especially pertaining to employee contracts (i.e. Certificated Management)**
- Ability to instruct and facilitate others in their work assignments **and diffuse potential situations**
- Ability to ~~train~~ **assist other payroll** personnel

## WORKING CONDITIONS

### Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and frequent interruptions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, **small groups**, and/or on the telephone
- Inspect **documents and other** written materials with fine print  
~~Recognize documents and people~~

- Move about the facilities to conduct work **including, walking, standing, remaining seated, reaching with arms and hands, stooping, kneeling, crouching, and remaining** in a stationary position for ~~extended~~ **long** periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination ~~including the use of a computer keyboard, fax machine, copy machine and scanner~~
- Transport, **lift, or move** files and other objects weighing up to ~~20~~ **30** pounds

Other Characteristics:

- ~~Willingness and~~ Ability to work overtime **additional hours** with minimal notice to complete processing of critical tasks.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: August 12, 2003  
Revised: TBD

DRAFT