



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PAYROLL TECHNICIAN	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION STUDY		Board Approved: 06/07

JOB DESCRIPTION:

Under general supervision, perform complex work involved in the maintenance of the District's payroll; maintain employee payroll information in an integrated information data system; audit and process incoming payroll data; assist departments with applicable forms and processes; compile and administer salary increases and retro pay; supervise the work of student assistants and short-term, non-continuing employees; and perform related work as required.

SCOPE:

The Payroll Technician performs a broad range of complex duties to ensure the accuracy of payroll calculations and processing of the District's payroll; maintains and provides detailed information to employees for specific payroll functions; prepares emergency warrants and expenditure transfers; evaluates, interprets and completes necessary retirement enrollment forms; calculates estimated fringe benefit costs for employees; and maintains complex payroll accounting spreadsheets to monitor authorization to work and retirement contributions; and interpret and apply Federal and State regulations, District Policies and Procedures.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Processes regular and supplemental monthly payroll for all employee groups; performs complex payroll calculations; verifies information from relevant forms; audits, corrects and balances payroll and a variety of reports.
2. Maintains and audits retirement contributions for the Alternative Retirement system; completes and processes enrollment and termination forms for submission to STRS, PERS, or Fidelity.
3. Compiles data, calculates complex retroactive salaries per negotiated contracts; determines, analyzes, and adjusts annual retirement contributions and coding; implements and balances data to produce retroactive warrants in addition to normal payroll production.
4. Monitors hours worked by contract faculty, classified, short-term, non-continuing employees, student employees and adjunct faculty to ensure authorization of work, correct use of budget codes, verification of pay rate, and to prevent over expenditure of funds.
5. Calculates IRS, FTB and Family support garnishments in accordance with regulations; processes deductions and disburse payments semi-monthly; verifies and enters voluntary payroll deductions for disbursement on a semi-monthly basis.
6. Develops and maintains complex payroll spread sheets; compiles, analyzes, calculates and audits information from all relevant forms; process adjustments, codes and enters information into the payroll system to produce warrants; coordinates and administers employee hours/days tracking programs and researches and resolves discrepancies.
7. Compiles distribution of payroll warrants, reports and advice of deposit notices; mails, and files payroll warrants; produces and disseminates payroll reports.
8. Generates stop payments, emergency warrants, accounts receivable, accounts payable, cancels/rewrites of warrants, calculates and processes expenditure transfers with fringe benefits and prepares journal entries; processes internal advances for emergency situations.

KEY DUTIES AND RESPONSIBILITIES (cont.):

9. Prepares and forwards to the Sonoma County Office of Education MR-87s, appropriate retirement forms for STRS, PERS, Cash Balance and Fidelity, Notice of Employment, Termination notices and other payroll documents necessary to maintain accurate employee data at the state, county, and District levels.
10. Interprets, applies and explains changing IRS regulations, Education Codes multiple retirement systems, and District policies to employees.
11. Calculates and processes employee/employer health and welfare charges based on employee FTE, coverage selection and District Fringe Benefit rates.
12. Researches questions and computations regarding gross pay, load, salary, deductions, retirement, retroactive pay; interprets and explains payroll and District practices and procedures to employees.
13. Reviews, processes and verifies new hire and retirement paperwork for all employees.
14. Processes, monitors, and calculates required step increases and adjustments for hourly, classified, contract and adjunct employees.
15. Monitors all employees' eligibility/enrollments in PERS, STRS, ARS, Social Security and Medicare.
16. Trains and directs the work of student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Comprehend and perform complex payroll work with accuracy; work under time constraints; make arithmetic calculations; operate office machines, including a computer and 10-key by touch; use computer software; communicate effectively in English; follow and understand oral and written directions; develop and maintain financial and statistical records; interpret and apply collective bargaining agreements; meet with employees tactfully and courteously and answer questions in person and by telephone; perform research, data compilation, analysis and evaluation, taking corrective action as needed; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Current methods, practices, and terminology used in payroll, financial, statistical and record keeping; modern office practices and techniques; bookkeeping practices; business mathematics; spreadsheet and word-processing practices and procedures.

Preferred additional knowledge: faculty and staff union contracts, Federal, State and local tax laws and regulations, public employee retirement systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

College coursework in accounting; Associate's Degree or Payroll certificate preferred.

Experience:

Three years of increasingly responsible experience working with payroll, accounting, financial or statistical records. Prior experience in an educational environment is highly desirable.