



## DISTRICT PAYROLL TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	56	07/01/2017	Classified	1 of 2

### DEFINITION

To process payroll and benefits-related actions for Districtwide classified, management and academic employees.

### DISTINGUISHING CHARACTERISTICS

**District Payroll Technician** – This classification performs moderately complex clerical duties related to the processing of payroll data, resolving salary payment, deduction and record discrepancies.

**District Payroll Specialist** – This classification performs more complex payroll actions and investigates and resolves difficult problems involved in processing payroll data.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Interpreting and explaining relevant laws, regulations, contract rules and/or policies.
- Responds to inquiries from employees regarding wage computation, wage deductions, leave accruals and other payroll-related matters.
- Reviews payroll assignments of employees to ensure conformance with pertinent laws, regulations and union collective bargaining agreements.
- Processes payroll for employees using the Enterprise Resource Planning (ERP) System.
- Creates, organizes and maintains detailed employee files.
- Generates new position reports, pulling all new positions created by Human Resources to ensure proper retirement contributions.
- Maintains accumulated leave records for all employees; and adjusts and corrects computer file records, as needed.
- Monitors leave balances and prepares paperwork for wage deduction due to over-use of leave hours.
- Verifies and processes all time cards.
- Computes payroll for employees, including gross pay, adjusted gross pay and overtime earnings.
- Maintains detailed and accurate payroll records and files.
- Prepares and compiles routine statistical and financial reports related to payroll activity.
- Audits all paperwork for proper completion and supporting documentation.
- Performs related duties as assigned.



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### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of salary and benefit administration.
- Modern software applications (Microsoft Office Suite, etc.).
- Basic accounting principles and processes.
- Time and attendance rules, guidelines and practices in the workplace.

Skill/Ability to:

- Keyboard with accuracy.
- Apply benefits principles and procedures in the work performed.
- Interpret collective bargaining agreements.
- Research and analyze data and draw conclusions.
- Prepare clear, complete and concise reports.
- Communicate effectively, both orally and in writing.
- Understand and carry out both oral and written instructions in an independent manner.
- Work in a high volume, fast-paced environment, demonstrating the ability to work well both independently and as a team player.
- Perform mathematical calculations accurately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Three (3) years of experience in a payroll position or equivalent, performing similar duties.

### EDUCATION / LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17