

TRACY PUBLIC SCHOOLS JOB DESCRIPTION

POSITION: Payroll Specialist

DEPARTMENT: Financial Services

POSITION SUMMARY: Under general direction of management personnel provides comprehensive support and coordination for the payroll and personnel departments. Perform duties related to maintenance of employee personnel records, attendance and benefits.

ESSENTIAL FUNCTIONS:

1. Processes all Personnel Action Requisition forms regarding payroll/personnel transactions for employees
2. Prepares, schedules and presents new-hire orientations.
3. Maintains accurate employee records pertaining to employee demographic data, salaries, benefits and attendance.
4. Enters employee demographic data, salary and benefit information into the computer system.
5. Provides assistance and information to various agencies regarding salary and fringe benefit information.
6. Balances and verifies computation using computer printouts.
7. Prepares a variety of reports, answers to requests and other necessary information.
8. Maintain position control database, balances and verifies data to other reports.
9. Acts as liaison between Budget, Finance, Payroll and Personnel.
10. Prepares, organizes and files all necessary data, forms, reports and information.
11. Operates computer, copy machine, calculator, printer and other office equipment as required.
12. Performs other related duties as assigned.

EDUCATION: High School Diploma or equivalent and specialized training in payroll administration, benefits administration or related fields.

EXPERIENCE: Three years of experience performing clerical duties, including the review of personnel and financial, or statistical records. Experience in a school district or county office of education is desirable.

KNOWLEDGE of: principles, methods and practices of financial record-keeping, payroll and employee contracts; principles, methods and practices related to salary and fringe benefit administration; federal and state laws, California Education Code, department policies and procedures relative to salary administration; modern office automation procedures and practices; proper English usage, spelling, grammar and punctuation.

ABILITY to: apply laws, policies and contract provision pertaining to payroll and personnel procedures; analyze situations accurately and adopt an effective course of action; performs payroll/personnel related duties requiring independent judgment and initiative under the stress of strict deadlines; performs calculations and post data rapidly and accurately; ensure that assigned tasks are completed within established time or reporting deadlines; operate computer equipment and standard office machines; communicate clearly and concisely both orally and in written form; maintain a positive and effective working relationship with employees and others contacted in the course of work; perform clerical work of above-average difficulty with minimum supervision; maintain accurate files and records; be flexible and receptive to change.

SALARY: Range 8 - Classified Confidential

Board Approved:

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| HS Board | 11/12/96 |
| ELEM Board | 11/12/96 |