

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PAYROLL TECHNICIAN II

BASIC FUNCTION:

Under general direction of the Director, Fiscal Services, oversees and maintains payroll department operations and records.

DISTINGUISHING CHARACTERISTICS:

The Payroll Technician II classification is the experienced level classification in the payroll series and performs responsible and complex payroll functions of above average difficulty. Incumbents assigned to this classification are required to exercise independent judgment over an established payroll function.

REPRESENTATIVE DUTIES:

1. Performs complex and technical payroll operations including payroll audits and reconciliations
2. Provides oversight of payroll compliance issues
3. Prepares specialized reports and analyses of payroll accounting records
4. Serves as a technical resource for district and site staff in the area of payroll procedures
5. Resolves technical payroll accounting procedures and issues
6. Develops and provides staff training in the use of technology, office systems, and procedures as it relates to payroll
7. Organizes payroll staff work flow
8. Conducts and provides oversight for payroll audits
9. Maintains daily payroll processing as assigned to meet regular payrolls
10. Organizes, supervises, and maintains payroll record information for classified and certificated personnel
11. Attends county payroll meetings
12. Interacts with the OCDE Payroll Department for any necessary changes and updates
13. Receives basic payroll data from county data processing and checks the established basic records
14. Reconciles and pays all voluntary deductions
15. Receives proper forms from personnel office supervisors and individuals authorizing payroll actions, such as, employment and termination, change of status, tax and insurance deductions, leaves without pay, and overtime
16. Assembles and maintains a variety of records, reports, documents, and files
17. Trains new employees in payroll procedures
18. Maintains close working relationships with budget office, personnel office, county payroll and retirement offices, and district employees

19. Maintains accurate files and records on health, disability, other insurance, credit union dues, and other deductions
20. Distributes payroll warrants and W-2 forms and answers payroll and deduction questions from employees
21. Performs other related duties as assigned

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, practices, procedures, and terminology of school district payroll services
- Administrative and county computer applications
- Office organization principles
- Oral and written communication skills
- Applicable sections of State Education Codes and other federal, state, and county laws, as well as District policies, rules, and regulations
- Correct English usage, grammar, spelling, punctuation, and vocabulary

ABILITY TO:

- Perform complex payroll functions
- Oversee, coordinate, and train professional support staff as it relates to payroll
- Effectively and efficiently select and use technology in support of payroll and office functions
- Evaluate and update regular payroll department practices and procedures
- Maintain accurate financial and statistical records
- Understand and follow oral and written directions
- Type at 40 net wpm from clear copy
- Create electronic spreadsheets using current computer software
- Proficient with a 10-key calculator
- Work confidentially with discretion
- Establish and maintain cooperative and collaborative working relationships
- Maintain interpersonal skills using tact, patience, and courtesy
- Be a flexible, resourceful, and creative problem solver

EDUCATION AND EXPERIENCE:

- Graduation from high school and two years of training and/or coursework in payroll accounting and applications
- Three years of recent, responsible experience in school district payroll services and/or other payroll accounting operations

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop; kneel; crouch or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate. It is a typical office environment that is subject to tight deadlines.

SALARY RANGE: 67

ADOPTED BY PERSONNEL COMMISSION: October 10, 2007

APPROVED BY BOARD OF EDUCATION: November 13, 2007