

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:           PAYROLL SERVICES TECHNICIAN, Grade 52**

**DEFINITION:**

Under general direction, performs complex accounting work in the computation, recording, monitoring, and reporting of payroll transactions; performs a variety of specialized and technical duties related to payroll and system related functions and activities to ensure district employees are paid in an accurate and timely manner; provides direction and serves as a resource to Account Clerk II and Account Clerk III payroll staff.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Interprets and applies laws, rules, regulations, policies, labor agreements, and procedures related to payroll accounting and taxes, benefit contributions and deductions, and other related calculations.

Calculates and posts payroll adjustments including benefit entries, deductions, payroll taxes, year-end adjustments, accruals, and other related adjustments.

Reviews, analyzes, posts and reconciles payroll records, transactions and accounts.

Calculates, tabulates and reports various payroll data/information.

Researches and prepares payroll, financial, and tax statements, analyses, projections, reports, schedules, and tables.

Monitors, reviews, and verifies a variety of payroll and accounting transactions, calculations, and reports in conformance with laws, codes, regulations, and guidelines.

Updates payroll system calculation tables for earnings, deductions, and taxes to ensure timely and accurate payroll processing.

Confers and coordinates with internal departments and external agencies on payroll matters to ensure timely and accurate calculations and reporting.

Conducts research, analyzes data, and provides input on recommendations to improve payroll accounting systems and related policies and procedures.

Informs, assists, advises, and responds to queries from internal and external clients on payroll functions, programs, and laws, rules, and regulations.

Attends and participates in professional development and other training programs and sessions.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

None

**EDUCATION AND EXPERIENCE:**

A combination of education, training and experience that clearly demonstrates possession of the knowledge, and abilities stated above. A typical qualifying background would include: four years of business systems experience, including at least two years of payroll accounting/processing experience in which researching and resolving payroll issues using an automated payroll system was a regular part of the assignment, and completion of college level coursework in accounting, business, finance or related field.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles of federal and state statutes, codes, laws, regulations, bargaining labor agreements related to payroll and benefit processing, calculations, and reporting requirements

Principles, practices and procedures of payroll and personnel processing

Generally accepted accounting principles, methods and practices

Principles and practices of integrated systems

Principles, practices, and equipment for records retention and organization for physical and electronic document management

Computer software applications, including Microsoft Office

**ABILITY TO:**

Conduct research and analysis of payroll data

Identify information needed to understand or address an issue

Prepare clear, concise and accurate payroll, accounting and audit reports

Recognize and screen for irrelevancies and misleads in payroll information and reporting

Apply deductive and inductive reasoning and logic to draw conclusions, summaries and recommendations

Break down problems into components and recognize interrelationships

Communicate effectively both orally and in writing

Interpret, explain, apply, and make recommendations and decisions in accordance with applicable laws, rules, and regulations

Develop and maintain effective working relationships

Utilize computer equipment and desktop and accounting applications

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

**DISTINGUISHING CHARACTERISTICS:**

Payroll classifications are distinguished from other classifications by their specialized subject matter expertise in payroll functions, laws, rules, regulations, and county and district pay policies, procedures, and labor agreements. The Payroll Services Technician independently performs a variety of payroll accounting work requiring substantial knowledge of payroll systems, laws, policies, and procedures. The incumbent also performs county-wide payroll system functions with a greater level of independence and technical expertise, participates in trainings to county-wide payroll system users and serves as a resource to other support staff positions in the unit.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

**WORKING CONDITIONS:**

Duties are typically performed in an office setting.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Salary Grade</b>
09/2014	09/17/2014	06/2018	Non-Exempt	52