

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** PAYROLL TECHNICIAN

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**BASIC FUNCTION:**

Performs responsible accounting clerical duties relative to payroll, fringe benefits, and related statistical records; processes payroll, fringe benefits, and related records for classified, certificated, or hourly employees as assigned.

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**ESSENTIAL DUTIES:**

Prepares and submits District's payroll to County; verifies documents for proper account codes, pay rates, and related data.

Computes and posts hours worked to time records or reports; assigns budget codes as necessary and appropriate; verifies data and submits to County for the processing of pay warrants.

Maintains employee attendance records; verifies and inputs individual sick leave and vacation allowances, and usage; distributes related lists and notices as needed.

Processes the payroll-related employment verification forms; verifies salaries in accordance with related laws, as well as established District policies and procedures.

Monitors changes in payroll-related data; prepares changes, corrections, or adjustments as necessary.

Prepares new employee payroll cards, including such information as the person's name, pay rates, and related data.

Receives pay warrants from County along with payroll registers; check for accuracy; sort and send checks to appropriate pay sites. Process paychecks for mailing as needed.

Maintains records of individual earnings, deductions, and related data; processes retirements and terminations as appropriate.

Checks retirement forms for accuracy, and responds to questions relative thereto; completes retirement documents for processing to the County and the State retirement systems.

Accumulates all information and prepares State and federal payroll related documents and reports.

Processes annual longevity, salary column crossovers and step increases for certificated employees; refigures and update Union dues, insurance and income protection deductions. Updates pay sites, budget numbers, new salary ranges and steps for new fiscal year.

Verifies salary data and other requested information in completing unemployment claim forms.

Processes insurance enrollments; makes changes in voluntary deductions, including health insurance, income protection, tax-sheltered annuity programs, income protection plans, professional dues, credit union deposits, and other voluntary deductions; based upon District contributions and voluntary deductions, prepares billing remittances, and other necessary documents, for employee insurances.

**OTHER REPRESENTATIVE DUTIES:**

Responds to questions, concerns, or complaints from employees and other appropriate individuals relative to pay, deductions, sick leave, vacation, insurance, and other payroll information; based upon knowledge of District policies, procedures, rules and regulations.

Files records and documents relating to work performed; prepares special payroll reports as required or assigned.

Performs other related duties as required or assigned.

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**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to and receives direction from the Business Services Supervisor.

Internal Contacts: Frequent contact with schools, departments, and district employees.

External Contacts: Some contact with insurance company personnel, some outside vendors, Orange County Department of Education personnel, and representatives of other governmental agencies.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, techniques, procedures and practices involved in payroll preparation, monitoring, and control.

Rules and procedures governing tax-withholding, voluntary deductions, garnishments, and fringe benefits.

Operation of a computer work station, and other office machines.

District organization, operations, policies and objectives.

Appropriate terminology and vocabulary of the assigned department.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills; using tact, patience, and courtesy.

Telephone techniques and etiquette.

Applicable sections of the State Education Code, employee association agreements and other applicable laws.

**ABILITY TO:**

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.

Make arithmetic calculations quickly and accurately.

Operate the District's computerized payroll and human resource systems.

Operate a variety of software and e-mail programs.

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Maintain records and prepare reports.

Understand and follow both oral and written directions.

Plan, prioritize and organize work; meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality and utilize discretion in all communications.

Learn to read, interpret, apply, and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Perform work despite interruptions.

Type at an acceptable rate of speed on a typewriter; operate a computer work station, including equipment and programs.

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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: (1) graduation from high school; including or supplemented by course work in accounting or financial record-keeping; and (2) two years of increasingly responsible experience in accounting, with some experience in payroll processing and statistical record-keeping.

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**LICENSES AND OTHER REQUIREMENTS:**

None

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**PHYSICAL DEMANDS:**

The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 20 pounds.

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PREPARED BY:	Classified Personnel Department	DATE: 2/89
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 2/28/96
REVISED BY:	Personnel Commission	DATE: 10/18/05