

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Payroll Technician I

CLASS CODE: 631

CHARACTERISTICS OF THE CLASS

Under general supervision, performs payroll recordkeeping work in connection with the maintenance of District certificated and classified payrolls and does related work as required using various computer software programs. Maintains employees' leave records and performs customer service.

DISTINGUISHING CHARACTERISTICS

The Payroll Technician I's knowledge and capabilities encompass payroll, human resources, benefits, as well as an understanding of the systems on which these functions run. The individual in this series is routinely responsible for many of the activities required to process the payrolls within the required timelines. The Technician I's position will be directly responsible for the majority of all payroll document processing. The Payroll Technician I acts as a secondary technical resource to the Payroll Technician II.

EXAMPLES OF DUTIES

- Prepares and processes the certificated and classified payrolls.
- Receives and audits District time reports for classified and certificated employees.
- Reviews, verifies and tabulates hours worked and audits for compliance with payroll rules and contract language.
- Communicates with District personnel in person and on the phone; resolves payroll discrepancies and provides information concerning salaries, deductions, earned vacation and sick days.
- Maintains detailed permanent records on employees regarding accumulation and use of sick leave, vacation and other paid and unpaid leave.
- Prepares supplement payrolls and adjustments for employees that submit late time sheets and for any other irregular or non-recurring payments.
- Audits personnel documents for proper salaries and classifications and determines retirement status of employees; records out of class, substitute and temporary assignments.
- Screens for accuracy and adherence to legal and procedure requirements for transactions entered into the payroll system.
- Calculates workers compensation checks and completes documentation for tracking purposes.
- Calculates and processes all employee absences.
- Detects and resolves improperly completed paperwork from all departments.
- Prepares, notifies and collects overpayments from employees.
- Calculates and processes retroactive payment raises.
- Trains other payroll personnel as needed.

QUALIFICATIONS

Education and Experience

Minimum of a high school diploma or GED is required. No less than two years combined experience in the following: financial analysis, customer service, payroll, accounts payable, or similar clerical positions. Prior school district payroll experience is highly desirable.

Knowledge and Abilities

Knowledge of ten key experience is required.

Knowledge of basic mathematical, accounting and computer skills.

Ability to work in a team oriented environment and adhere to strict deadlines.

Ability to type and operate a 10-key calculator and standard office machines.

Ability to work overtime.

Board Approved: August 12, 2003