

Job Title: **Payroll Specialist**  
 Job Family: **Finance/Payroll**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1002**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 16**

**SUMMARY:** Compile, analyze and input employee data in the PSHRSIS that complies with Federal and State laws, negotiated master agreements and District policies. This position prepares and processes monthly payroll for the District with duties including but not limited to reviewing and processing new hires and changes, calculating terminations and retro pay, reviewing and coding timesheets, tracking/processing garnishments, direct deposits, W4s and the resolution of payroll issues and concerns.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Reviews and verifies information from Employee Action Forms, including but not limited to, new hires, changes, resignations, retirements and reclassifications to ensure changes have been captured correctly for payroll. Calculate adjustments for back pay. Verify salary changes, compensation, deductions, vacation/personal time payouts and additional pays. Coordinate with District staff regarding discrepancies.	D	25%
2. Provide excellent customer service to all levels of staff by receiving and responding to payroll, salary, benefits, banking and W2 related inquiries using discretion, effective oral and written communication. Independently research and solve complex problems. Crosstrain and share information with the payroll team and other District staff members. Provide support, training and resources for district employees who submit payroll for processing, in addition to those that have concerns/questions regarding pay practices addressed in the appropriate Master Agreement and District policies and procedures.	D	23%
3. Compile, analyze and enter into PSHR all coded supplemental timesheets, retro pay, terminations, payout calculations, pay lists, leave of absence/sick leave bank calculations and class coverage pay. Ensure proper payment of wages and salaries using multiple in-house systems to correctly process salaries, paid leave, holiday pay, compensatory time, overtime etc. while meeting deadlines. Coordinate with District staff regarding discrepancies.	D	20%
4. Complete and submit requests for written verifications of employment forms, rental forms and HUD forms. Verify income for childcare forms. Respond to phone and email request for employment information on current and former employees.	D	6%
5. Accurately process, maintain, verify and enter changes and corrections to employee tax withholdings and bank options. Assist and communicate with employees for confirmation of submitted forms as needed.	D	3%
6. Process, verify, and maintain garnishments for employee child support, tax levies, bankruptcies, and liens, etc. complete and submit PERA Final Six-Month Salary forms, PERA Refund Request forms and other PERA inquiries, Classified Service Credit Worksheets and unemployment benefit wage audits. Run, sort, and distribute labor reports and research/answer questions concerning labor and benefits reporting. Reconcile, upload and request payment to vendors for tax sheltered annuities.	W	6%
7. Compile and analyze reports from multiple sources in order to complete final review of payroll entry. Verify data within defined deadlines.	M	10%
8. Ensure that employee payroll files for active and terminated employees comply with Federal, State, and District requirements. Maintain permanent payroll records.	M	4%
9. Contributes to the overall success of the department of Financial Services by performing all other duties and responsibilities as assigned, acting as back-up for other payroll specialist positions as needed, maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality, and providing excellent customer service.	Ongoing	3%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 3 years general clerical experience, including 2 years of database application systems.
- Payroll experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Payroll certification preferred.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong interpersonal relations skills.
- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Intermediate accounting and math skills and ability to perform salary/payout calculations.
- Attention to detail
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of and experience with ten-key adding machine.
- Operating knowledge of PeopleSoft preferred, required within 4 weeks after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Payroll Manager	080527

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no supervisory responsibilities.		

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	