



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

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www.losal.org

*An Equal
Opportunity
Employer*

CLASSIFIED EMPLOYMENT OPPORTUNITY

PAYROLL TECHNICIAN II

POSITION DETAILS

- 40 hours per week; 12 months per year
- Fringe Benefits Package

SALARY

\$5,198 - \$6,314 monthly

ISSUE DATE: 10/03/2024

APPLICATION DEADLINE: 10/17/2024

TENTATIVE WRITTEN EXAM: 10/21/2024

TENTATIVE ORAL EXAM: 10/24/2024

RECRUITMENT TYPE

Dual Certification - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

POSITION BENEFITS

Pay increases: The first pay increase occurs after six months if the employee passes the probationary period. Pay increases occur annually thereafter, until top step is reached.

Benefits: This position includes a fringe benefit package including medical, dental, vision, life insurance, sick time, vacation time, and paid holidays.

BASIC FUNCTION

Under the direction of the Director, Fiscal Services, oversees and maintains payroll department operations and records. 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 and show commitment to Los Alamitos Unified School District's mission, vision and priority goals. Incumbents should possess excellent communication/interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.

* **Complete Job Description** available at www.losal.org under Job Opportunities/Classified Job Descriptions.

MINIMUM QUALIFICATIONS

Education & Experience

- High School Diploma, GED or certificate of completion.
- Two (2) years of training and/or coursework in payroll accounting and applications.
- Three (3) years of recent, responsible experience in school district payroll services and/or other payroll accounting operations.
- Ability to type 40 words per minute.

APPLICATION & EXAMINATION PROCESS

Application:

* Complete a Los Alamitos Unified School District Classified Application which can be accessed at www.losal.org under the Job Opportunities link. Completed applications must be submitted electronically through www.losal.org by the deadline date noted on this job flyer. **NO PAPER APPLICATIONS WILL BE ACCEPTED!**

* Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application. Veterans: please attach honorable discharge form for additional credit.

Examination:

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge test (30% of Total Score)
- B - Structured oral interview (70% of Total Score)

Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination.

Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at www.losal.org under Human Resources/Personnel Commission.

Candidates who pass the written and panel interview will be placed on an eligibility list valid for six (6) months.

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.