

**Job Description**

Job Title: **Payroll Specialist, Lead**  
 Job Family: **Finance/Payroll/Purchasing**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **July 2024**

Job Code: **100202**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 20**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for supporting the Payroll Manager in the overall operation of the Payroll Department to include, but not limited to: coordination of workflow and activities of the Payroll Department personnel necessary in the preparation and distribution of monthly payrolls, participation in the computation, withholding and remittances of all payroll functions, and 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.*

| <b>Job Tasks Descriptions</b>   | <b>Frequency</b> | <b>% of Time</b> |
|---|------------------|------------------|
| 1. Responsible for assisting the Payroll Manager in the monthly payroll processing for district of 5,000 plus employees.  | D                | 15%              |
| 2. Receive and respond to pay-related inquiries using discretion and effective oral and written communication with employees and outside agencies.  | D                | 15%              |
| 3. Provide resource, support and training for district employees who submit payroll and have concerns and questions regarding pay practices addressed in master agreements.   | D                | 10%              |
| 4. Compile, analyze and enter into PSHR all leave of absence/sick leave bank calculations for employees on a Leave of Absence.  | W                | 20%              |
| 5. Perform various payroll duties, including answering questions concerning labor and benefits, running queries in PeopleSoft and working with IT to create and maintain payroll reports.   | W                | 8%               |
| 6. Verify changes and corrections to employee tax withholdings and bank options, work with the districts bank when an employee’s direct deposit is returned as account closed, or an account number is incorrect.                               | W                | 6%               |
| 7. Complete, review and submit various forms including PERA Six-Month Salary forms, PERA Refund Request forms and District 12 Classified Service Credit Worksheets.   | W                | 4%               |
| 8. Assist in implementation of appropriate business process efficiencies identified by supervisor in relation to payroll processing.  | M                | 7%               |
| 9. Perform final review of payroll data related to salary and coordinate with Human Resources on various corrections and changes for final calculation of payroll.  | M                | 6%               |
| 10. Review current garnishments of pay for employee child support, bankruptcies, liens, etc.  | M                | 2%               |
| 11. Perform other job-related duties as assigned, including but not limited to, providing leadership for the Payroll Office, cross training of payroll staff, and providing support to the Payroll Manger in the monthly processing of payroll. | Ongoing          | 7%               |
|   | <b>TOTAL =</b>   | <b>100%</b>      |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum 5 years of experience in payroll processing.
- Some college courses preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Basic accounting and math skills.
- 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, ten-key adding machine, etc.
- Operating knowledge of and experience with Microsoft Office Suite.

**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. |                       |                 |

- Responsible for assisting in the training of payroll staff.

**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.*

| <b>PHYSICAL ACTIVITIES:</b>                 | <b>Amount of Time</b> |                  |                   |                 |
|---|-----------------------|------------------|-------------------|-----------------|
|   | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| 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                     |                  |                   |                 |

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

| <b>MENTAL FUNCTIONS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
|                          | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Compare                  |                       |                  |                   | X               |
| Analyze                  |                       |                  | X                 |                 |
| Communicate              |                       |                  |                   | X               |
| Copy                     |                       | X                |                   |                 |
| Coordinate               |                       | X                |                   |                 |
| Instruct                 |                       | X                |                   |                 |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 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              |           |            |          |

| VISION DEMANDS:   | Required |
|---|----------|
| 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        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     | X              |
| Loud         |                |
| Very Loud    |                |