

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PAYROLL TECHNICIAN II

BASIC FUNCTION:

Under the general direction of the Director, Fiscal Services, oversees and maintains payroll department operations and records.

DISTINGUISHING CHARACTERISTICS:

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.

REPRESENTATIVE DUTIES:

1. Performs complex and technical payroll operations including payroll audits and reconciliations (ie: vacation accruals, leave balances, etc.)
2. Provides oversight of payroll compliance issues
3. Prepares specialized reports and analyses of payroll accounting records
4. Serves as a technical resource for district and site staff in the area of payroll procedures
5. Resolves technical payroll accounting procedures and issues
6. Develops and provides staff training in the use of technology, office systems, and procedures as it relates to payroll
7. Organizes payroll staff workflow
8. Conducts and provides oversight for payroll audits
9. Maintains daily payroll processing as assigned to meet regular payrolls
10. Organizes, supervises, and maintains payroll record information for classified and certificated personnel
11. Attends county payroll meetings
12. Interacts with the OCDE Payroll Department for any necessary changes and updates
13. Receives basic payroll data from county data processing and checks the established basic records
14. Reconciles and pays all voluntary deductions
15. Receives proper forms from personnel office supervisors and individuals authorizing payroll actions, such as, employment and termination, change of status, tax and insurance deductions, leaves without pay, and overtime
16. Prepare and file Internal Revenue Service tax reports
17. Determine and/or maintain employee eligibility for state and other programs, process relevant deductions and payments
18. Assembles and maintains a variety of records, reports, documents, and files
19. Trains new employees in payroll procedures

20. Maintains close working relationships with the budget office, personnel office, booster clubs, county payroll and retirement offices, and district employees.
21. Maintains accurate files and records on health, disability, other insurance, credit union dues, and other deductions.
22. Distributes payroll warrants and answers payroll and deduction questions from employees
23. Monitors compliance with various retirement systems
24. Performs other job-related duties as assigned

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods, practices, procedures, and terminology of school district payroll services
- Administrative and county computer applications
- Office organization principles
- Oral and written communication skills
- Applicable sections of State Education Codes and other federal, state, and county laws, as well as District policies, rules, and regulations
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools

ABILITY TO:

- Perform complex payroll functions
- Oversee, coordinate, and train professional support staff as it relates to payroll
- Effectively and efficiently select and use technology in support of payroll and office functions
- Evaluate and update regular payroll department practices and procedures
- Maintain accurate financial and statistical records
- Understand and follow oral and written directions
- Type at 40 net wpm from clear copy
- Create electronic spreadsheets using current computer software
- Proficient with a 10-key calculator
- Work confidentially with discretion
- Maintain interpersonal skills using tact, patience, and courtesy
- Be a flexible, resourceful, and creative problem solver
- Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.
- Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

- High School Diploma, GED, or certificate of completion and two years of training and/or coursework in payroll accounting and applications
- Three years of recent, responsible experience in school district payroll services and/or other payroll accounting operations

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; stoop; kneel; crouch or crawl; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds with proper technique. Specific vision abilities required by this job include close vision and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level is usually moderate. It is a typical office environment that is subject to tight deadlines.

SALARY RANGE: 67

ADOPTED BY PERSONNEL COMMISSION: February 5, 2025
APPROVED BY BOARD OF EDUCATION: March 11, 2025