

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: LEAD PAYROLL TECHNICIAN (Range 32)**

**BASIC FUNCTION:**

Under direction of the Payroll Manager, perform responsible payroll accounting duties related to the preparation of all payrolls for the District; process payroll and related records for classified, certificated and substitute employees as assigned.

**REPRESENTATIVE DUTIES:**

Process payroll and related records for assigned payrolls; verify and compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data to the appropriate computer system. *E*

Train new employees including site employees on current payroll processes. *E*

Directs computation of pay according to provisions of collective bargaining agreements, contracts and policies; directs compilations and preparation of other payroll data, such as tax withholding, direct deposit, voluntary deductions, insurance, and union dues. *E*

Maintain, post and audit all individual sick leave and vacation allowances, usage and over usage; Process and monitor leave letters accordingly regarding leave absences (e.g. sick, maternity, FMLA and CFRA). *E*

Research and complete forms for credit verifications, disability insurance, Franchise Tax Board, EDD, IRS and other governmental forms. *E*

Review, approve and assign rates for certificated timesheets and coaching time cards. *E*

Respond to questions, inquiries and complaints regarding technical payroll processes/procedures from District employees and/or departments, County, and other outside agencies. *E*

Assure accurate compilation of payroll data from timesheets, attendance and other records; review and balance preliminary payroll; prepare calculation worksheets to make additions, deletions, corrections or adjustments as necessary. *E*

Pick up checks/paperwork as needed. *E*

Perform other duties reasonably related to the job class.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods and techniques involved in payroll preparation, monitoring and control.  
Practices and procedures of payroll record keeping and filing.  
Modern office practices, procedures and equipment.  
District organization, operations, policies and objectives.  
Applicable sections of State Education Code and other applicable laws.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Operation of computer terminal, related software applications and other office equipment.  
Tax withholding, voluntary deductions, garnishments and fringe benefits.  
Payroll reporting to retirement systems such as PERS and STRS.

**ABILITY TO:**

Perform responsible payroll record-keeping duties with a high degree of skill and accuracy.  
Learn to interpret, apply and explain rules, regulations, policies and procedures.  
Process payroll and related records for assigned payrolls.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written directions.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Type at an acceptable rate of speed.  
Maintain records and prepare reports.  
Perform work independently in the processing of the payroll.  
Apply and interpret established rules, regulations and procedures.  
Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials contacted in the course of the payroll processing.  
Work confidentially with discretion.  
Compose memos and other correspondence.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school and at least five years of successful experience working in all facets of a school district or governmental payroll office is required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and provide work direction.

Seeing to read and prepare various materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to store or retrieve files.

Dexterity of hands, wrists and fingers to operate a computer, calculator, and related equipment.