

PAYROLL SPECIALIST

JOB SUMMARY

Under general supervision, the Payroll Specialist performs specialized payroll work, providing support to management in the gathering, analyzing, monitoring, and reporting of District payroll systems, processes, records, and completes special projects as it relates to the District's payroll services and position control data processing activities.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Payroll Technicians I and II in that the incumbent is assigned more specialized and complex functions related to payroll analysis and retirement calculations, including non-routine projects that come up through bargaining unit negotiations and regulatory changes, as related to District payroll. The incumbent also trains and guides incoming Payroll Technicians, while being a resource for the Payroll team.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents receive supervision and direction from the Assistant Director, Payroll and Director of Business and Fiscal Services. Job incumbents do not supervise other personnel, but may act in a lead capacity to provide technical guidance and training to lower-level Payroll Technicians.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Performs specialized, complex payroll analytics, calculations, and reporting work related to District payroll services;
- Researches, tracks, monitors, and provides reports to management regarding the District's payroll, retirement, benefits, taxes, other related deductions, and adjustments;
- Researches, monitors, and makes recommendations to management regarding improvement of processes;
- Assists management in payroll analysis and procedures related to compliance in reporting to pension agencies;
- Coordinates communication for obtaining, preparing, sharing, and exchanging data with administrative staff, and external agency representatives such as the Orange County Department of Education Retirement Department, in addition to CalPERs, CalSTRS, and PARS;
- Assists in the training and technical guidance of other Payroll Technicians;
- Assists in completing ad hoc special requests from internal and external customers
- Takes the lead role in the creation and maintenance of Payroll Technician desk manual(s)
- Monitors, coordinates, and verifies proper input/output of financial statistical data from the computerized financial systems.
- Interprets various state/federal regulations and statutes related to financial record keeping and auditing;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience equivalent to:

Education: An associate's degree or equivalent college units in accounting, finance, business, or a related field is required. A related bachelor's degree is preferred.

Experience: Four (4) years of progressively responsible experience in the field of professional payroll or public sector financial recording keeping involving payroll work. Experience in a California school district payroll department is preferred.

Knowledge of:

- Principles, methods, practices, terminology and procedures relating to payroll and financial analytics, reporting and recordkeeping;
- Applicable laws and regulations related to payroll in public sector business services (e.g. Education Code, Labor Code, Code of Federal Regulations);
- Automated computer software systems for processing payroll and business finance-related personal computer software applications;
- General mathematical principles and methods as they relate to payroll;
- Administrative and clerical procedures;
- The use and application of computer software applications, such as Microsoft Office Suite;
- Modern office practice, procedures, terminology, and equipment;
- Organization and planning methods, trends, techniques and practices;
- Principles, practices, and techniques of financial reporting, preparation, and presentation, researching, report writing, and filing/record keeping;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Effectively and efficiently perform specialized and advanced payroll functions with constant interruptions;
- Make accurate mathematical computations;
- Effectively operate office machines and equipment and computer software applications;
- Accurately update and maintain payroll processes and records and other related work;
- Understand, follow and carry out District regulations and procedures, as well as oral and written instructions;
- Establish and maintain cooperative working relationships with others;
- Find and gather accurate sources of information in order to complete assigned tasks;
- Stay up-to-date with changes in laws and regulations related to public sector payroll;
- Effectively adapt to changes and take initiative;
- Effectively manage multiple work assignments in order to meet deadlines;
- Maintain high integrity of information related to the job;
- Effectively communicate orally and in writing;
- Provide quality customer service and effectively work in a team environment;
- Be trained to perform in a specialized or various payroll functions;
- Work independently with minimal supervision;

- Exercise discretion and judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions.

PHYSICAL STANDARDS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work Environment: The job incumbent works in an office environment, and is in direct contact with the public and other employees through telephone, electronic mails, and in-person, requiring the ability to effectively manage constant interruptions while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull objects up to 20 pounds with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; and to verbally communicate in order to exchange information with others; physical daily attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job class currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission	2/28/23