

**FULLERTON SCHOOL DISTRICT  
CLASSIFIED PERSONNEL COMMISSION  
RANGE 28**

**PAYROLL TECHNICIAN II**

**JOB SUMMARY**

Under general supervision, performs intermediate-level payroll work involving the review, verification, research, preparation and maintenance of District employee timesheets, financial records, data and reports, and other pertinent information related to payroll services.

**DISTINGUISHING CHARACTERISTICS**

This classification differs from the Payroll Technician I in that the duties and responsibilities are more complex and technical in nature, and thus require a higher degree of initiative and independence. The Payroll Technician classifications differ from the Account Clerk and Buyer classifications in that they require expertise in principles and practices to perform duties related to payroll services. In contrast, the Account Clerk classifications require expertise in financial and statistical recordkeeping to perform duties related to business services, account payables, account receivables, account reconciliation, auditing and the general ledger, whereas the Buyer classification requires expertise in functions related to purchasing and material procurement for the District.

**SUPERVISION RECEIVED AND EXERCISED**

Job incumbents in this class report directly to management personnel and they do not supervise other personnel.

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

- Performs intermediate-level recordkeeping and processing as related to payroll services
- Determines pay structures and worksheets for pay adjustments such as classification changes, late starts, resignations, step increases, stipends, transfers and terminations
- Maintains, updates and adjusts employee payroll records and information such as salary step placement and position level
- Compiles employee time, production and payroll data from time sheets and other records
- Performs audits as needed to verify employee information
- Completes, verifies and processes forms and documentation for administration of benefits such as pension plans, medical and unemployment insurance, and union dues
- Conducts verifications of employment
- Calculates employee-earned salary advances, stipends, step increases and various leave pays (e.g., holiday, sick and vacation pay)
- Issues and records adjustments to pay relating to previous errors and/or retroactive increases
- Processes employee paychecks and statements of earnings and deductions
- Processes paperwork for new employees and enters employee information into the payroll system
- Prepares appropriate vendor deductions such as section 125, tax sheltered annuities (TSA), extra life insurance, etc.
- Verifies and records attendance, hours worked and pay adjustments
- Maintains and adjusts accruals as needed
- May assist or receive work direction from Management and may participate in assigned projects
- Types, completes and prepares forms, documents, reports and files
- Responds to inquiries from administrators, employees and the public
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or GED is required. Formal coursework or formal training (i.e. vocational or college) in accounting, finance, financial record maintenance, bookkeeping or a related field is preferred.

**Experience:** Three (3) years of paid, progressively responsible financial record keeping experience in payroll work involving the utilization of automated financial recordkeeping systems is required.

**Knowledge of:** Methods, practices, terminology and procedures relating to payroll and financial recordkeeping; applicable laws and regulations related to business services (e.g. Education Code, Labor Code, Code of Federal Regulations); the use and application of automated systems for processing accounting and payroll; general mathematical principles as they relate to payroll; administrative and clerical procedures; the use and application of computer software applications, such as Microsoft Office Suite; managing files and records; modern office practice, procedures, terminology, and equipment; organization and planning methods, trends, techniques and practices; personal computer applications.

**Ability to:** Effectively and efficiently perform more advanced payroll functions with constant interruption; make accurate mathematical computations; effectively operate office machines and equipment and computer software applications; accurately update and maintain payroll 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 payroll processing; effectively adapt to changes; 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; effectively work in a team environment; be trained to perform in a specialized or various payroll function(s).

**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.*

Payroll Technician II	
Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	2/22/2016
Revised by the Personnel Commission:	5/23/2022