LEAD PAYROLL SERVICES TECHNICIAN

Purpose Statement

Under general direction, the Lead Payroll Services Technician supports all operations of the district payroll services unit of the County Office of Education, including performing complex accounting work in the computation, recording, auditing, monitoring, and reporting of payroll transactions. The Lead Payroll Services Technician also performs a variety of specialized and technical duties related to payroll reporting and system related functions and activities to ensure all aspects of the payroll process are completed timely and accurately, and leads, trains, and provides support to lower level technical and clerical staff.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions:

- Performs payroll and related activities while complying with payroll schedules and due dates for timely and accurate payroll processing and check distribution.
- Performs research, analyzes payroll and data and review and audit payroll transactions, make necessary corrections, and input data to make adjustments as needed.
- Leads, trains, guides, and supports the work of technical and clerical staff, and handles complex payroll issues escalated from lower-level staff as assigned.
- Completes various complex payroll and tax reporting transactions requiring the identification and interpretation of payroll records, procedures, and practices to ensure that accurate payroll reporting is done.
- Informs, assists, advises, and responds to inquiries from external clients and SDCOE staff concerning all aspects of the payroll services process, including but not limited to general payroll questions, accounting, payroll tax payments and reporting, garnishments, year-end data and reporting, including W2 and ACA information.

- Receives, analyzes, and resolves special and unique problems related data processed through payroll and other documents to discern errors, determine the causes of errors and develop methods and procedures to minimize errors.
- Researches current or historical payroll data; receives, researches, and responds to requests from courts, attorneys, tax authorities, insurance companies, and other agencies for earnings histories and other confidential data.
- Collaborates with ITS staff to troubleshoots technical system problems and recommend enhancements; assists in the testing and implementation of system changes.
- Conducts in-person or on-line presentations to school district staff related to preparation of payroll processing, reporting, and related documents.
- Attends meetings and participate in trainings for districts as needed to instruct staff in proper payroll recordkeeping and reporting processes.

Other Functions:

- Performs other duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Principles of federal and state statutes, codes, laws, regulations related to payroll, benefits, vendors, calculations, and reporting requirements.

Principles, practices, and procedures of payroll processing. Generally accepted accounting principles, methods, and practices.

Principles and practices of integrated systems.

Principles, practices, and equipment for records retention and organization for physical and electronic document management.

Computer software applications, including Microsoft

Software programs such as MS Office, PeopleSoft HCM and Finance.

ABILITY TO:

Develop and deliver training material on assigned payroll topics and procedures;

Read, interpret, apply and explain rules, regulations, policies and procedures;

Research and explain related federal, state and local wage, retirement and tax laws;

Perform computations requiring checking, verifying and use of complex payroll formulas and procedures;

Organize and maintain assigned records;

Operate standard office equipment including computers and related software applications;

Audit and interpret payroll problems, determine the required course of action and resolve problems;

Establish and maintain effective working relationships with those contacted in the course of work;

Work under the pressure of recurrent deadlines, meeting them with accuracy and timeliness;

Communicate effectively orally and in writing;

Prepare complex statistical reports.

Working Environment:

Duties are typically performed in an indoor office setting. May be designated in an alternate work setting using computer-based equipment to perform duties.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate fingerprinting equipment, computer, and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: Four (4) years of full-time payroll experience in a school district or other large public agency with complex retirement systems. Utilization of automated payroll systems is required. PeopleSoft experience preferred.

Education: Completion of college-level coursework in accounting, finance, business, public administration, or related field.

Equivalency:

Required Testing

N/A

Certificates

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB screening

FLSA State: Non-Exempt

Salary Range: Classified Support Salary Schedule, Grade 058

Established: 10/2022

Personnel Commission Approved: Oct. 19, 2022

Revised: n/a