JOB DESCRIPTION

PAYROLL/PERSONNEL SPECIALIST (CONFIDENTIAL)

DEFINITION:

Under the direction of the Chief Business Officer, to provide a supporting role to payroll and human resources, to provide accurate and systematic payroll services, perform a variety of complex and technical payroll & personnel-related duties, assure that District employees are paid according to established guidelines, to assist in collective bargaining agreements and in a timely manner; process payroll/personnel records and maintain employee health, retirement, and leave benefits, and calculate and prepare costs reports related to these areas.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished by duties and responsibilities which require great accuracy and employee relations skills; confidentiality in the handling of personnel information and district budgeting, finance and negotiations information; use of independent judgement and initiative is necessary.

ESSENTIAL DUTIES:

- Organizes, prepares, and maintains payroll/personnel record information for certificated and classified personnel.
- Prepares and processes payroll warrants and distributes W-2 forms.
- Maintains payroll and voluntary deduction files and records.
- Process payroll changes based on administrative personnel actions such as amendments, increments, longevity, or terminations.
- Calculates and processes adjustments for employee payroll deductions and gross earnings including unexcused absences, partial monthly employment partial employment contract completion, etc.
- Responds to inquiries from employees regarding earnings and deductions and provides information regarding earned benefits, W/C, STRS, PERS, SS, etc.
- Process Worker's Compensation wage statements, disability forms, retirement forms, EDD audits and other related documents as required.
- Maintains records of health insurance, withholding exemptions, membership dues and other deductions to be withheld from the warrant.
- Process and maintain payroll forms, tax forms, salary reduction agreements and other related documents in accordance with established guidelines, policies, and procedures.
- Assign, process and encumber preparation period buyouts, activity stipends and department chair stipends in an assigned database as required.
- Calculate time sheet earnings for substitute and permanent employees; input calculated amounts into County payroll system; monitor the functions of the substitute employee computer system; receive requests for certificated and classified substitutes; assign qualified certificated and classified substitutes to specified job assignments.
- Prepares mid-month payroll based on time sheets turned in by permanent employees for overtime, over-contract time and extra duty time.
- Verify and balance each payroll process and reconcile District and County amounts.
- Assist in the District's annual audit process.
- Double-checks salary calculation worksheet for accuracy.
- Processes and monitor wage garnishments.
- Maintain record of retiree district paid benefits.
- Receive, review, and process classified employee working out of classification.

- Meet County deadlines, exchange information and resolve payroll-related issues and concerns with the County Office as needed.
- Review time worked and payroll data submitted by sites and departments for appropriate budget allocations and compliance with agreements and regulations.
- Maintains eligibility and compliance for the Affordable Care Act (ACA).
- Reviews and maintains employee eligibility listings, reviews, and maintains partial-pay listings and payments.
- Prepare and oversee regular, hand warrant, cancel and re-issue, and cancellation payroll submission.
- Reconciles payments to monthly Maintenance Activity Report.
- Corresponds, communicates, and coordinates benefits with the Employment Development Department (EDD) regarding employee disability insurance claims, unemployment, medical leave, workers' compensation.
- Assist with new year set up of employee contracts and assignments and salary schedules as assigned.
- Perform a variety of specialized functions regarding the processing of employee hiring, retiring and termination; complete final payroll and voluntary deductions; terminate health and welfare benefits as required; assign new hire positions and enter information into an assigned database; establish union dues, vacation days, sick leave, and other functions.
- Apply collective bargaining provisions of negotiated contracts related to payroll and fringe benefits, as directed.
- Serve as a technical resource to Human Resources regarding payroll processes, policies, and procedures; respond to inquiries and provide information concerning cost calculations, pay rates, benefits, taxes, and leaves as it relates to bargaining proposals and in general; investigate and resolve retroactive and other payroll discrepancies.
- Assist the Chief Business Officer and Executive Director of Human Resources with calculating costs and preparing proposals for labor negotiations and responding to payroll and benefits related grievances.
- Perform cost evaluations of labor negotiation proposals and future cost analysis.
- Prepare and organize requested information for labor negotiations and grievances.
- As determined by the Chief Business Officer, attend confidential meetings during which negotiations options and strategies are developed by District administration pertaining to salary and other compensation items for employee units.
- Check vacation and personal necessity balances for all employees in the district.
- Calculate and post employee sick leave, leaves of absence, and vacation time payroll records; adjust payroll records due to annual accruals and usage; maintain accurate payroll records with up-to-date information; adjust payroll earnings due to over usage of leave and vacation time allocated.
- Processes initial salary data sheet each year for all district employees and update throughout the year as needed.
- Prepares employment verification to financial institutions and other agencies.
- Setup payroll information on all District employees into the County and local payroll systems and update information as needed.
- Responsible for a wide range of record keeping requirements which require the exercise of considerable judgment, discretion, and accuracy.
- Participates in daily attendance accounting work related to keep accurate school attendance records, showing attendance of each student by school period.
- Maintains records required for attendance accounting, credential applications, and renewal paperwork.
- Prepares a variety of records, reports and other correspondence related to student attendance.
- Enters and maintains benefit package for each employee into County software program.
- Make deposits at bank and county treasury.
- Transmits completed enrollment forms and Maintenance Activity Reports to insurance company monthly.
- Computes and maintains premium amounts in computer for full-time employees, part-time employees, and retirees.
- Offers coverage options to retirees at age 65.

- Records and reconciles retirees' monthly insurance premium payments.
- Corresponds with retirees regarding rate changes and payment discrepancies.
- Assists district employees and the general public for the purpose of disseminating information on employment positions within the District.
- Communicate with District personnel in person and on the phone; resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, and sick days and voluntary deductions.
- Maintain confidentiality when dealing with sensitive employee records.
- Corresponds with partial-pay employees regarding rate changes.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Cross-train with other Confidential staff members.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school supplemented by college-level coursework in accounting or related field and two-years of increasingly responsible, technical payroll experience in a California public school district or county office of education.

Knowledge of:

- Methods and practices of payroll record-keeping
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures, and equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Operations of a County computer system, personal computer, and standard business machines.
- Oral and written communications skills.
- Knowledge and use of computers and assigned software, including Microsoft Excel and Word.
- Tax withholding, voluntary deductions, garnishments, and supplemental insurance.
- Organizational payroll policies and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Methods, practices, and terminology used in attendance accounting, bookkeeping and record-keeping using appropriate computer software.

Ability to:

- Ability to make arithmetic computations rapidly and accurately; ability to demonstrate typing skills of no less than forty (40) words per minute and use electronic calculators.
- Must be willing to learn new computer/software technology as it becomes available.
- Understand and interpret employee union contract agreements.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Operate a computer and standard office equipment.
- Update processes for efficiency using current Human Resources/Payroll applications
- Work independently with little direction.
- Work under pressure to meet mandated deadlines.
- Analyze problems and develop effective solutions.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment; subject to constant interruptions and ongoing mandated deadlines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling, or crouching to retrieve and file materials.
- Occasionally lift and/or move up to 25 pounds.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: July 19, 2022

FLSA Status: Exempt