PAYROLL CLERK
Series Specification
Payroll Clerk I
Payroll Clerk II

DEFINITION

This series specification describes two classes used to perform clerical and complex technical work involving preparing and maintaining certificated and classified payrolls, retirement records, and employee benefit programs.

POSITION SUMMARY

Payroll Clerk I: The entry and first working level class of the series.

Payroll Clerk II: The more advanced level class of the series. Incumbents, under direction, perform a variety of difficult clerical duties involving the maintenance of payroll records.

TYPICAL DUTIES

Payroll Clerk I: Complies with federal, state, and company policies, procedures, and regulations. Compiles reports and tables to show statistics related to certificated and classified payrolls; balances vendor payments for employee payroll deductions; and prepares, issues, and cancels check related requests for external organizations and for employees. Sets up and maintains employee and garnishment information files. Receives input data from originating units; enters and retrieves data; and explains payroll policies and computation to employees and supervisors and makes adjustments for payroll discrepancies. Reviews data for accuracy and completeness and reconciles discrepancies. Prepares payroll reports and maintains data necessary for the preparation of payrolls; evaluates records for accuracy; and distributes payroll warrants. Opens and distributes mail to appropriate payroll personnel; researches projects for the Payroll Supervisor; and checks printouts for accuracy. Verifies balances, entries, calculations, and postings recorded by other workers; and audits payroll reports.

Payroll Clerk II: Participates in the development and implementation of the District employee benefit insurance program. Participates in the development and distribution of bid materials and information for District insurance programs. Maintains employee insurance policy and leave records and processes employee payroll deductions. Handles inquiries regarding insurance coverage and programs and provides information as appropriate. Enrolls employees in various District paid health, dental, and disability plans as well as other non-District paid insurance plans. Prepares summaries, reports, and correspondence regarding all District employee benefit programs and leave records. Prepares payroll reports and maintains data necessary for the preparation of payrolls. Explains payroll policies and computation to employees and supervisors. Processes retirement reports; takes lead responsibility for clerical and student employees; composes correspondence, memoranda, reports, and other material involving technical requests and general information; and compiles a variety of statistical data.
ALLOCATED FACTORS

Level, variety and complexity of duties assigned, independence of actions and decisions; degree of
supervision received; and consequence of decisions made.

QUALIFICATIONS

EXPERIENCE

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<th>Promotional</th>
<th>General</th>
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<tr>
<td>Payroll Clerk I</td>
<td>Two years of financial record keeping experience preferably related to payroll.</td>
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<tr>
<td>One year of experience in Los Rios CCD as an Account Clerk I, or equivalent.</td>
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Payroll Clerk II

<table>
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<tr>
<th>Promotional</th>
<th>General</th>
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<tr>
<td>Payroll Clerk II</td>
<td>Three years of financial record keeping experience preferably as it relates to payroll.</td>
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<tr>
<td>One year of experience in Los Rios CCD as a Payroll Clerk I, or equivalent.</td>
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KNOWLEDGE OF

Both Levels: Knowledge of financial record keeping and bookkeeping methods and practices; office
equipment operations, procedures, and practices; economic and accounting principles and practices; and
the analysis and reporting of financial data. Knowledge of administrative and clerical procedures and
systems; numbers, their operations, and interrelationships; and general account control procedures.
Knowledge of rules, regulations and policies relating to payroll procedures and retirement programs;
basic computer programs including word processing, database, and spreadsheet programs as applied to
payroll.

Payroll Clerk II: Knowledge of methods and practices of financial record keeping and bookkeeping;
office equipment, procedures, and practices; and economic and accounting principles and practices, and
the analysis and reporting of financial data. Knowledge of administrative and clerical procedures and
systems; numbers, their operations, and interrelationships; and general account control procedures.
Knowledge of rules, regulations and policies relating to payroll procedures, retirement programs,
insurance benefits, tax sheltered annuities, and deferred income programs. Knowledge of basic computer
programs including word processing, database, and spreadsheet programs as applied to payroll.

SKILLS IN

Both Levels: Skill in using mathematics to solve problems; finding information and identifying essential
information; and finding ways to structure or classify multiple pieces of information. Skill in
understanding written sentences and paragraphs in work related documents and communicating
effectively with others orally and in writing as indicated by the needs of the audience.

Payroll Clerk II: Skill in using mathematics to solve problems; finding information and identifying
essential information; and finding ways to structure or classify multiple pieces of information. Skill in
understanding written sentences and paragraphs in work related documents and communicating
effectively with others orally and in writing as indicated by the needs of the audience.
ABILITY TO (ESSENTIAL FUNCTIONS)

Both Levels:  The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to perform mathematical calculations quickly and correctly; understand and organize a problem and then to select a mathematical method or formula to solve the problem; and correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The ability to quickly and accurately compare letters, numbers, objects, or patterns; see details of objects at a close range; prioritize; and change direction quickly. The ability to learn rules, regulations and policies governing school employees as related to payroll; and operate office equipment. The ability to understand and carry out oral and written directions; input data with speed and accuracy; and post data.

Payroll Clerk II: The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to perform mathematical calculations quickly and correctly; understand and organize a problem and then to select a mathematical method or formula to solve the problem; and correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The ability to quickly and accurately compare letters, numbers, objects, or patterns; see details of objects at a close range; prioritize; and change direction quickly. The ability to learn rules, regulations and policies governing school employees as related to payroll; establish and maintain effective working and public relations; and operate office equipment. The ability to understand and carry out oral and written directions; input data with speed and accuracy; and post data.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Computer, calculator, ten-key adding machine, typewriter, fax machine, printer, copier, and telephone.