PAYROLL TECHNICIAN

DEFINITION
Performs complex technical work involving the preparation and management of certificated and classified payrolls, retirement reports and clerical functions. The incumbent performs a wide variety of responsible and complex administrative/technical functions in the District payroll department. Employees in this classification receive limited supervision from a director or his/her designee within a framework of standard policies and procedures. This job class requires the use of independent judgment and initiative to successfully maintain the District's classified payroll and retirement reporting functions.

TYPICAL DUTIES
Reviews data reported for individual employees; performs daily personnel audits, prepares personnel action sheets, and coordinates budget information with Fiscal Services and leave accruals with Employee Benefits; and processes corrections/adjustments. Establishes payroll-related data for all regular and temporary classified employees; maintains control totals; and participates in the review of the total payroll process including assisting with certificated payrolls. Prepares correspondence to the retirement system and/or employees; takes lead responsibility for the generation of assigned payrolls; assumes responsibility for special projects which may encompass any aspect of the payroll reporting process; and researches retirement reporting, laws, and directives. Assists in directing and training other department staff and performs other related duties as required.

QUALIFICATIONS

EXPERIENCE

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<th>Promotional</th>
<th>General</th>
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<td>Payroll Technician</td>
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Two years of experience in Los Rios CCD as a Payroll Clerk II.  
Three years of responsible financial record keeping experience preferably as it relates to payroll.

EDUCATION
College level coursework emphasizing financial record keeping and/or accounting. Preferably two years or sixty (60) units.

KNOWLEDGE OF
Knowledge of methods and practices of financial record keeping and bookkeeping; office equipment, 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, personnel databases, and spreadsheet programs as applied to payroll; and rules, regulations, and policies relating to federal and state wage and income reporting requirements.
SKILL IN
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)
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. The ability to perform financial and statistical clerical work; operate office equipment; and utilize word processing and spreadsheet programs. The ability to work with little supervision; establish and maintain effective working and public relations; analyze and interpret fiscal records and documents; and communicate clearly and comprehensively technical data to other departments, outside agencies, and employees.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Mainframe and personal computers, ten-key calculator and adding machines, copiers and fax machines.