

PAYROLL SPECIALIST

DEFINITION

Under direction, performs advanced technical financial and accounting work related to the evaluation, processing, preparation, maintenance and verification of payroll records; prepares and maintains complex and specialized technical financial reports and statements; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the second and advanced level technical class in the Payroll Support Series within the Yosemite Community College District (YCCD). Incumbents process and reconcile assigned payrolls to the District accounting system, and also prepare complex payroll-related reports, records and summaries. Incumbents must utilize technical accounting knowledge to make decisions and complete assignments.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of the Payroll Manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the Payroll Manager.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Coordinates and performs difficult technical payroll accounting work that includes assembling, tabulating, calculating, verifying, auditing, and filing highly complex payroll-related data.
- Receives and processes payroll claims for classified, certificated and student and other personnel; audits against backup contracts and enters claims into the District accounting records system; audits, calculates and enters necessary corrections and adjustments to a variety of payroll records and reports including but not limited to overtime, double-time, holiday pay, TOC, retros, and regular pay
- Performs complex computations involving 9/10, 10/10, 10/12, 11/12, 12/12 pay plans including, but not limited to gross pay, retirement, garnishments, and taxes; verifies yearly earnings and monitors contract calculations; prepares accounting register calculations, verifying account numbers, fund sources, step movement, summer deferral accrual system, and retirement status; accounts for pay decreases due to leaves, terminations, disciplinary actions, and other reasons; calculates total salary and total claim batches in order to balance payroll to

the system. Prints checks and advices, creates payroll certification documents for County of Stanislaus Treasurer/Auditor for payroll payment and fund transfer.

- Verifies and updates employee eligibility and enrollment in various retirement systems; prepares and creates retirement system membership authorization codes; performs technical analysis and auditing of payroll retirement reports to ensure accurate reporting to the State Teachers Retirement System (STRS), the Public Employees Retirement System (PERS), APPLE and other retirement systems; executes mandated adjustments. Files and submits finalized reports to the various retirement system reporting databases.
- Review all legally required new hire tax and retirement documents ensuring they been received and are completed correctly. These include W-4's, CalSTRS and /or CalPERS retirement forms and direct deposit forms
- Determines employer retirement contribution payments and submits warrant requests to Accounts Payable.
- Reviews, audits, verifies and reconciles payroll registers, employee status reports, insurance detail reports and other documents.
- Reviews and updates documents/databases; determines eligibility for step movements and/or other pay changes; adjusts rates as appropriate.
- Interprets and provides information regarding complex legal mandates, policies, regulations and operational guidelines to District personnel.
- Provides complex technical payroll information to county, state and federal agencies; prepares required payroll-related documents and reports.
- Assists District staff in resolving unusual and complex payroll problems, issues and concerns.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Methods, practices and procedures pertaining to technical payroll accounting and fiscally related record management systems.
- Automated payroll record management, storage and retrieval system.
- Financial and payroll related report preparation and format.
- Legal mandates, policies and operational guidelines pertaining to payroll and fiscally related matters.
- Organization and planning methods, trends, techniques and practices.

Ability to:

- Perform technical and responsible payroll functions.
- Monitor, review and analyze PAF's and other HR contracts, fiscal and financial files, records, summaries and reports.
- Perform technical accounting and payroll audits and analyses.
- Make complex arithmetical calculations and verify the results.
- Effectively and efficiently operate computers and other business office machines and equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- **None**

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to Payroll Technician at YCCD.

OR Pattern II

- Education: Possession of an associate's degree from an accredited college or university, with major course work in general accounting, finance or a closely related field.
- Experience: Three years of sub-professional payroll work, including two years performing work at a technical level that included responsibility for account maintenance in a computer-assisted payroll management system.

Special Requirements:

- None

Class Adopted: 03/01/09

Class Amended: 7/1/2021