

SENIOR PAYROLL TECHNICIAN

DEFINITION

Acts as a lead and participates in the work of a small unit engaged in the clerical processing of payroll data and records.

TYPICAL DUTIES

Trains, assigns, reviews, and participates in the work of a small group of payroll employees engaged in processing payroll data and records, auditing salary payments, deductions, and quota accruals and balances for compliance with rules and regulations, maintaining payroll records, and resolving salary payment, deduction, quota accruals and balances, and records discrepancies.

Determines the most efficient work procedures and techniques for assigned staff to ensure timely completion of work projects.

Investigates and resolves the more complex and difficult problems related to the processing of payroll data, quota accruals, retirement system deductions, Workers' Compensation payments and adjustments, and attorneys' requests and subpoenas.

Computes and prepares data for correction of salary payment, deduction, and quota accrual and balance discrepancies.

Answers inquiries from employees regarding payroll preparation and discrepancies.

Explains policies, procedures, bargaining unit contract provisions, and laws and regulations related to payroll operations to District employees.

Instructs payroll staff in maintaining the correct amount of salaries, deductions, and quota accruals and balances.

Interprets codes and information on information systems screens and related records in order to obtain and verify employee payroll data.

Assists in testing configuration changes for wage and time types and reports findings.

Utilizes computerized systems to check payroll assignments of academic, classified, and unclassified employees for conformance with pertinent laws, regulations, rules, interpretations, and collective bargaining agreements.

Updates and maintains a manual of all rules, regulations, and collective bargaining agreements affecting salary payments of academic and classified employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Payroll Technician** acts in a lead capacity and participates in the work of a small unit engaged in the clerical processing of payroll data and records. Extensive public contact is also considered an essential function of this class.

## DISTINGUISHING CHARACTERISTICS (Cont.)

A **Supervising Payroll Technician** supervises a specialized clerical unit engaged in processing payroll data and records, including the audit of salary payments, deductions, and benefits accruals and balances, and payroll records, the application of academic and classified rules and regulations, and collective bargaining unit agreements, extensive public contact, and the correction of errors in payments, deductions, and quota accruals and balances. An incumbent also resolves the most complex and difficult payroll problems of the unit.

A **Payroll Technician** performs complex clerical duties related to the processing of payroll data and records, auditing of salary payments, deductions, benefits accruals and balances, and payroll records for compliance with rules and regulations, updating and maintaining payroll data in a computerized payroll system, and resolving discrepancies in salary payments, deductions, benefits accruals and balances, and records. Extensive public contact is also considered an essential function of this class.

A **Payroll Assistant** performs specialized clerical duties related to the processing of time reports and absence request forms for academic, classified, and unclassified employees of a college and resolves routine payroll problems or reports the more difficult ones to the District payroll unit. Extensive public contact is also considered an essential function of this class.

## SUPERVISION

General supervision is received from supervisory payroll staff. Serves as a lead over assigned Payroll Technicians and other clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Federal, State, and District rules and regulations related to salaries, deductions, and employee benefits
- Computerized payroll systems and procedures
- Time-reporting and payroll procedures
- Methods and terminology used in financial and statistical recordkeeping
- Accounting principles and practices
- Principles of training
- Letter, memorandum, and report formats
- Business English, punctuation, spelling, and grammatical usage
- Customer service techniques for public contact in person and on the telephone
- Clerical practices and procedures
- Organization and management of records
- Capabilities of computer systems, software, and hardware used in payroll operations

Skill in:

Use of computer equipment

Ability to:

Provide leadership and technical assistance to others

Train others in payroll practices and procedures

Interpret, apply, and explain payroll related rules, regulations, and procedures

Interpret, apply, and explain rules and regulations related to the State Teachers' Retirement System, the Public Employees' Retirement System, and the Public Agency Retirement Services System

Detect discrepancies in payroll data and records, determine source of error, and take corrective action

Utilize a computerized payroll system

Apply information systems coding procedures related to payroll operations

Generate and interpret computer data reports related to payroll

Make arithmetical computations rapidly and accurately

Critically review, record, and verify payroll information with speed and accuracy

Prepare accurate reports and correspondence

Maintain accurate records and files

Give clear and concise instructions

Work under the pressures of recurrent deadlines with frequent interruptions

Work effectively and cooperatively with District staff and students

Effectively utilize computer hardware and software in the performance of duties

Learn specialized software applications

## ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** two years of full-time paid experience in the preparation of payroll, using a computerized payroll system, including computation of salary payments and deductions and resolution of discrepancies. College-level coursework in accounting and office administration is desirable. Lead experience in a payroll unit is desirable.