

**PERALTA COMMUNITY COLLEGE DISTRICT – October 25, 2017**

**CLASSIFIED JOB DESCRIPTION**

**PAYROLL SPECIALIST  
(SEIU Local 1021 Salary Range 067)  
Job Code: 576**

**CLASS PURPOSE**

Under general supervision, performs clerical and technical level work in providing quasi-administrative and technical support related to processing and maintaining the District's payroll.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. Works some evenings and weekends, as required.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Acts as a technical resource person performing complex payroll functions.
- Maintains payroll records of various employee groups; balances monthly payrolls.
- Maintains, computes, and monitors pay for all employee pay differentials, step increases, promotions, overtime, and adjustments to pay.
- Reviews and enters payroll information into payroll system accurately
- Receives and reviews timesheets and personnel forms related to status changes; examines timesheets for accuracy and completeness.
- Ensures timesheets and reports are in compliance with local, state, and federal policies and regulations as well as union payments rules and regulations.
- Audits payroll information and researches discrepancies.
- Researches and investigates problems and follows up as necessary to ensure resolution.
- Prepares various reports using a variety of information as required.
- Audits, compiles, calculates, and processes payments in support of voluntary deductions to various private agencies.
- Prepares annual compliance reports for tax sheltered annuities in addition to updates as requested.
- Prepares and audits salary reports for various departments and third parties based on varied criteria.
- Responsible for accuracy of reports on contributions to CalPERS, CalSTRS, and the Apple Plan.
- Responds to questionnaires and verification of earnings requests.
- Reads and interprets salary ordinances, administrative codes, union contracts, labor laws, publications, and District policies.

**Job Description: PAYROLL SPECIALIST**

- Provides technical expertise to employees regarding interpretation of applicable laws, rules, and regulations related to payroll, retirement, and benefit issues
- Reviews third party invoices; evaluates for discrepancies and researches as needed.
- Calculates overpayments and recommends repayment procedure if necessary.
- Calculates and prepares manual retroactive pay.
- Processes manual check issues and stop payments.
- Computes deductions for annuity adjustments, tax levies, garnishments, and child support payments.
- Assumes responsibility for accuracy and completion of changes regarding salary deductions for credit unions, tax shelters, savings bonds, and dues.
- Maintains and processes medical, dental, and life insurance billings.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

- Three years of financial or accounting record-keeping experience or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
- Knowledge and proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g. MS Office Suite, MS Word, MS Access, and MS PowerPoint), the Internet browser, websites, e-mail, and 10-key by touch.
- Experience with ERP systems, preferably Oracle/PeopleSoft 9.0.
- Strong customer service skills with understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - Bookkeeping, office practices, business practices and procedures specific to payroll processing and maintenance
  - Basic accounting clerical practices.
  - General laws, rules and policies affecting payroll records and programs.
  - Payroll preparation and verification procedures.
- Ability to:
  - Learn and apply policies and regulations pertaining to payroll procedures.
  - Perform difficult financial clerical work requiring the use of independent judgment and initiative.
  - Analyze situations accurately and adopt an effective course of action.
  - Post data and make arithmetical computation rapidly and accurately.
  - Operate standard office machines, including calculator, adding machines and computer.
  - Meet schedules and timelines.
  - Understand and carry out oral and written directions. Effectively explain payroll records-keeping procedures and requirements.

## **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

## **MENTAL REQUIREMENTS**

- Flexibility or ability to respond to multiple demands

## **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

## **TOOLS AND EQUIPMENT USED**

- computers and standard office machines and equipment
- multi-line telephones
- department-specific equipment