



PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible clerical, technical, administrative and confidential duties related to reviewing, processing, and auditing payroll and personnel actions/documents and maintaining records for County employees and outside agencies; prepares a variety of reports and records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification. Incumbents have independent responsibility for the performance of confidential clerical and technical payroll and personnel action duties that require the frequent use of discretion, initiative, independent judgment, and attention to detail. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs clerical and technical payroll and personnel transactions, and office support work; assists with special projects as assigned.
- Reviews, verifies, and enters payroll documents into the payroll systems; audits payroll processes and results; and processes various forms related to payroll actions, such as state disability insurance, wage garnishments, dues, employment verifications, pension, etc.
- Processes and maintains documents and systems to ensure changes in employee status, salary increases, leaves of absences, etc.
- Processes a variety of personnel actions, such as new hires, employee separations, merit increases, special pays, promotions, transfers, etc.; reviews personnel actions for accuracy, completeness, and compliance with applicable rules, memoranda of understanding, and benefit provider plans.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of forms, records, and files.
- Audits, verifies, and reconciles various information, including source data, as well as manual and computer-produced reports.
- Receives and responds to inquiries from other County departments, the public, or other agencies concerning department fiscal operations; explains various laws, regulations, and policies affecting department procedures.
- Attends various meetings and trainings as required or appropriate.
- Provides direction to County and outside agencies staff on the completion of PPFs and time cards.
- Confers with Department of Information Technologies staff and software vendors regarding computer applications related to assigned duties.
- Performs a variety of general office support work, such as organizing and maintaining various files; typing correspondence, reports, forms, and specialized documents; and proofreading and checking material for accuracy, completeness, and compliance with departmental policies and regulations.

- Enters and retrieves data from an online or personal computer system and uses such technology to produce reports; operates standard office equipment.
- Research, implement, and provide general assistance related to MOU's and various state and federal regulations including but not limited to 457 supplemental retirement plan and CalPERS pension plan.
- Investigate and analyze difficult and complex payroll/personnel situations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, principles, and practices of payroll processing, and personnel recordkeeping.
- Applicable laws, codes, regulations, and MOUs governing payroll, retirement, fringe benefits, tax codes, requirements, and general policies and procedures.
- Principles and practices of auditing and reconciling a variety of payroll documents and records.
- Financial and statistical recordkeeping, report preparation, and filing systems and methods.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, special district staff, and County staff.
- Basic auditing principles and practices.
- Business arithmetic, including accounting, financial, and statistical calculations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform technical and complex personnel transactions and payroll related duties.
- Prepare, review, and reconcile a variety of complex personnel transactions and payroll records, statistical reports, documents, and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to payroll and personnel records.
- Perform detailed and accurate review of personnel and payroll transactions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Conduct complex research.
- Make accurate mathematical, financial, and statistical calculations.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by 30 college-level semester units in human resources, business administration, accounting, or related field;

AND

Two (2) years of experience maintaining payroll systems, processing payroll, processing personnel transactions, or interpreting or explaining payroll or personnel transaction rules.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.