

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Payroll Technician, Senior

**Unit:** Office Technical

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**Job Code:** J1156  
**Original Date:** 01/1992  
**Last Revision:** 04/2017  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 23

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### **DEFINITION**

Under the direction of a Payroll Supervisor, independently perform a wide variety of complex clerical and technical duties in the preparation and maintenance of personnel and payroll functions, prepare reports and materials as assigned, and provide training and work direction to staff to ensure the accurate and timely payment of wages for district employees and ensure the District is in compliance with district policies and procedures and legal requirements.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced level class of the payroll technician series. Positions allocated to this class are assigned duties involving the exercise of a greater degree of independent judgment, technical knowledge, and initiative with a minimum of direction and supervision. Positions in this class act in a lead capacity, providing training and work direction to other classified staff in the department and oversee the daily routine operations in payroll.

### **EXAMPLES OF DUTIES**

1. Oversee the daily routine operations and provide work direction; assign, review, and approve work of payroll staff. Administer procedures and processes relevant to payroll and retirement processes and arrange for special circumstances as required.
2. Monitor and maintain system tables for automated payroll processes and assist with trouble-shooting technical problems with Computing.
3. Design, create, and update forms, spreadsheets, reports, and databases and monitor and maintain payroll schedules, calendars, and personnel records and files.
4. Assist in and provide training and daily direction of the other payroll personnel.
5. Coordinate the accumulation of data for outside audits. Coordinate and audit records retention.
6. Monitor the California Education Code requirements and changes to applicable retirement systems. Process and monitor requirements for State regulations, including employee tuberculosis testing.
7. Perform transactions to initiate pay, update and maintain employee payroll and benefits records, and input related information to payroll databases, reports, records, and files.
8. Provide information to district employees and staff, public agencies, and financial institutions regarding payroll issues, changing legislation, SDCCD employee's retirement systems, personnel files, and employee history and status. Interpret and explain district procedures pertaining to personnel/payroll operations and related laws and regulations.
9. Compile, verify, and record information. Evaluate and resolve a variety of issues related to the payroll assignment changes and retirement program changes. Identify and refer matters to the assigned supervisor or manager as required.
10. Make recommendations and assist in the hiring process as requested. May provide informal feedback on performance evaluations. Make recommendations regarding changes in daily processing of payroll related issues.
11. Operate a variety of office equipment, including computer hardware and software.
12. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

Applicable sections of California Education Code, Tax Codes, and State mandated reports and processes.  
Basic research principles and procedures.  
Computer applications, including word processing, spreadsheets, and databases.  
District collective bargaining agreements.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Human Resources policies and procedures related to assigned area.  
Interpersonal skills using tact, diplomacy, and courtesy.  
Laws, rules, procedures, and policies affecting retirement systems and payroll records and programs.  
Methods and practices affecting the development, maintenance, and control of system tables on an automated payroll system.  
Modern office practices, procedures, equipment, including computer hardware and software.  
Oral and written communication skills.  
Personnel policies and procedures related to assigned area.  
Practices of financial and statistical record keeping, including general and basic principles of timekeeping and record keeping which are maintained on interrelated data records.  
Research principles and procedures.  
Technical aspects of field of specialty.

**Skills and Abilities:**

Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Conduct independent research and prepare reports.  
Establish and maintain effective working relationships with others.  
Exercise judgment and discretion in handling confidential and sensitive matters.  
Explain payroll-related information to employees clearly and accurately.  
Interpret and apply district payroll policies, procedures, laws, rules, and regulations.  
Maintain confidential records and files.  
Meet schedules and timelines.  
Operate standard office machines, including computer hardware and software.  
Perform a wide variety of paraprofessional payroll work requiring analysis, independent judgment, initiative, and intermediate to advanced spreadsheet skills.  
Post data and make mathematic computations rapidly and accurately.  
Understand and follow oral and written directions.  
Work confidentially with discretion.  
Work independently with minimal supervision.

**Training and Experience:**

Any combination of training and experience equivalent to: graduation from high school including or supplemented by courses in accounting and four years of increasingly responsible payroll experience with lead experience in a large organization, preferably within an educational or governmental sector. Experience with PeopleSoft is desirable. Certified Payroll Professional or Fundamental Payroll Certification is preferred.

**WORKING CONDITIONS****Physical Requirements:**

Category III

**Environment:**

Favorable, usually involves an office.