

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Payroll Technician

**Unit:** Office Technical

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**Job Code:** J1128  
**Original Date:** 01/1991  
**Last Revision:** 02/2017  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 21

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### DEFINITION

Under the direction of a Payroll Supervisor, perform difficult clerical duties in the preparation of payrolls for District employees in a number of classified and certificated bargaining units. Responsible for accurate and timely payroll processing, auditing and processing of employee time entries, and compliance with District and Payroll Department policies and procedures, Collective Bargaining Agreement language and practice, California Education Code, and State and federal labor laws.

### EXAMPLE OF DUTIES

1. Audit time reporting documentation and prepare and input information to generate accurate employee pay.
2. Review and revise preliminary payroll reports; edit final registers and release payroll for payment.
3. Analyze, monitor, prepare, and enter necessary corrections and adjustment of revisions to a variety of payroll records and reports.
4. Prepare, monitor, and review reports to government agencies and district officials.
5. Research, calculate, and process retroactive, manual, or special pay warrants.
6. Perform on-line transactions to initiate pay and update and maintain employee payroll reports, records, and files.
7. Provide payroll-related information to employees, public agencies, businesses, and the general public as deemed appropriate.
8. Perform a variety of complex computations involving gross pay, retirement, tax, vacation, sick leave balances, and workers compensation.
9. Verify annual earnings, prepare salary deferral payments, and monitor contract calculations.
10. Administer garnishments and withholdings. Provide information to the levying agency and determine appropriate withholding for third-party payments. Notify employee, within stated time, of order received and action that will be taken.
11. Prepare employment verifications for EDD, other state agencies, and financial institutions, reporting accurate income figures as required by the requesting agency.
12. Audit, prepare, and adjust exception checks, including lost checks, late approvals, adjustments, and terminations; maintain accurate records of exception checks issued.
13. Communicate with managers and other units within the Department regarding termination check timelines and delivery. Process all termination checks in a timely manner to ensure compliance with State and federal laws.
14. Maintain employee payroll records and files, including deduction authorizations, tax withholding exemptions, and collection notices and authorizations.
15. Prepare correspondence, memos, and reports.

- 16. Operate a variety of office equipment, including fax machines, calculators, copiers, and computers.
- 17. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge:

- Applicable sections of California Education Code.
- Basic mathematics.
- 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 payroll, retirement, tax, records, and programs.
- Methods and practices of payroll processes and record-keeping.
- Modern office practices, procedures, equipment, including computer hardware and software.
- Oral and written communications skills.
- Payroll processing and verification procedures.
- Research principles and procedures.
- Technical aspects of field of specialty.
- Telephone etiquette and procedures.

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 cooperative and 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.
- Make mathematic computations quickly and accurately.
- Meet schedules and time lines.
- Operate a 10-key calculator quickly and accurately.
- Operate standard office machines and equipment, including computer hardware and software.
- Perform difficult payroll work requiring analysis, independent judgment, initiative, and intermediate to advanced spreadsheet skills.
- Plan and organize work.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Work independently or with a team 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 two years of increasingly responsible payroll experience, preferably in a public agency or institution of higher education. 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.