

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **PAYROLL TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, perform a variety of clerical accounting activities involving the preparation, processing and maintenance of District payroll, leave records, and other financial, statistical and employee pay and benefits documents; maintain records and prepare related reports; and perform a variety of technical duties relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Review time sheets and calculate base pay, overtime, and other special pay in accordance with established District policies and procedures, applicable bargaining agreements and employee pay information; verify accuracy of documents including service and absence reports.
2. Prepare regular and variable payrolls for administrative, certificated, classified, student and temporary employees; prepare retirement reports; assure that payroll timelines are met in accordance with proper procedures, policies, rules and regulations; verify and assign appropriate account coding; input payroll data into departmental and Alameda County Office of Education (ACOE) database.
3. Develop and maintain computerized spreadsheets of District payroll data and voluntary deductions; create new payroll/benefit ledger accounts on ACOE database.
4. Set up and maintain confidential employee payroll records; ensure that payroll records include necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions; post changes to District records.
5. Audit, process and maintain payroll information input into the payroll system in a timely manner; compute, post and maintain records of designated employee vacation, sick leave, and other leave accrual and usage.
6. Set up and maintain computerized absence tracking files in accordance with established District policies and procedures and applicable bargaining agreements; assign employees to appropriate leave groups; verify accuracy of leave category balances; provide monthly leave balance reports to District managers and employees; maintain reports with complete fiscal year details for departmental and/or auditor reference.
7. Monitor and maintain confidential files for employee wage garnishments from federal, state and local authorities; set up, monitor and make requested changes to employee automatic deposits.
8. Prepare documentation for ACOE for all payroll warrants; reconcile and prepare checks for TSA, direct deposit and payroll taxes; prepare TSA disbursement requests for accounting.
9. Clearly and concisely communicate payroll transactions and change to employees; investigate discrepancies including but not limited to overpayments, HR adjustments, voluntary and a mandatory adjustments and other related matters.

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10. Independently resolve a variety of problems relating to records maintained or procedures followed in the payroll office; research, investigate and collect information regarding payroll calculations, voluntary and non-voluntary deductions and leave balances.
11. Make computations and prepares monthly reports for State Retirement Systems and alternate retirement system for hourly employees; provide statistical information as needed.
12. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Methods and techniques of processing payroll.
2. Preparation, maintenance, verification and processing of payroll records.
3. Laws, regulations and procedures that govern payroll and payroll processing.
4. Automated accounting and payroll systems and relational databases.
5. Business math skills to perform algebraic and statistical computations.
6. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
7. English usage, spelling, grammar, and punctuation.

**Ability to:**

1. Accurately process District payroll in a timely manner.
2. Maintain accurate and confidential payroll records and update changes.
3. Learn computer software applications, such as spreadsheets and database.
4. Understand and apply collective bargaining agreements, education code, board policy and other documents related to payroll accounting.
5. Make arithmetic calculations of average to above average difficulty.
6. Extract data from databases and prepare clear and concise payroll reports.
7. Ensure the confidentiality of private information.
8. Plan and organize work to meet changing priorities and deadlines.
9. Communicate a variety of complex and routine information to students, staff and the public concerning payroll, benefits and leave matters.
10. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
11. Work cooperatively with other departments, divisions and outside agencies.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

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**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, finance or a related field.

**Experience:**

Two years of increasingly responsible payroll processing experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

6/27/06

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial - Fiscal