



Title: Payroll Technician

FLSA Status: NON-EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to timely and accurately prepare and maintain District payroll function for Operator staff. This is accomplished by collecting, compiling, coding, editing and entering payroll data into a computerized system; troubleshooting record keeping and data entry issues; maintaining timekeeping records and files; preparing reports; answering operators' and supervisors' payroll-related questions. This position requires significant emphasis on attention to detail, accuracy, timeliness and confidentiality. Other duties include mail distribution and maintaining related payroll records

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Collects, compiles, codes, edits, enters and reconciles payroll data into a computerized system	70%
2	S	Troubleshoots and resolves recordkeeping and data entry issues; answers internal/external payroll-related inquiries via telephone, email or general correspondence.	10%
3	S	Maintains payroll-related records and files including scanning documents; sorts and distributes mail; prepares semi-monthly payroll-related reports; assists accounting staff by providing required documents during audits, performs other duties as assigned..	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six (6) months/one (1) year of advanced study or training past the high school equivalency. Accredited community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	Minimum of two (2) years of professional payroll or timekeeping experience.
Supervision	Work requires occasional direction of helpers, assistants, seasonal employees, interns or temporary employees.
Human Collaboration Skills	Requires interaction with others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	After receiving general instructions, the employee normally performs the duty assignments within specified parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires the use of standard technical skills and knowledge in approaches and systems; basic analytical and problem solving skills; general knowledge of payroll laws, principles and practices which affect the accuracy and timeliness of payroll delivery. Independent discretion making abilities among identifiable choices are necessary to apply technical skills effectively.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Writing	Basic – Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names and addresses. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.



Certification & Other Requirements	None.
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KNOWLEDGE
<ul style="list-style-type: none"> • Principles, practices, techniques and methods of payroll processing and financial recordkeeping • Applicable laws and regulations including wage and hour laws. • Mathematical concepts necessary to make calculations related to payroll transactions • Record keeping and filing methods and systems • Practical application of computers and peripheral equipment • English grammar, punctuation, spelling, and usage • Standard office machine usage • General methods of tactful public communication and customer service practices

SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, database and e-mail software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Learn, understand and apply District and departmental operating policies, procedures, systems, and methods • Read, understand and apply laws, rules, regulations and guidelines applicable to payroll processing and reporting, including leaves of absence and workers' compensation • Read, interpret and apply collective bargaining agreement provisions to payroll responsibilities • Learn HRIS processes related to position • Understand and follow verbal and written instructions • Organize information clearly and precisely • Handle all internal/external contacts with courtesy, diplomacy, and tact. • Establish and maintain effective working relationships with employees and external contacts • Effectively deal with difficult people and situations • Prioritize and deal with conflicting workload requirements • Communicate clearly and concisely in English both orally and in writing • Apply customer service skills, representing the District in a positive way while working with the public • Maintain records and prepare financial reports related to position • Compose written reports/correspondence independently • Review reports, payroll records for accuracy, clarity and completeness



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	R	Observing work duties
Sitting	C	Desk work; Meetings
Walking	R	To other departments/offices; Around work site
Lifting	R	Files
Carrying	R	Files
Pushing/Pulling	R	File drawers
Reaching	R	For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad; 10-key
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	R	Step stools
Balancing	R	Step stools
Vision	C	Reading; Computer screen
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified, if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, scanner, 10-key, PC, software related to duties



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (specified, if applicable)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (specified, if applicable)	

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.