



Payroll Technician II-Confidential

DEFINITION

Under general supervision, performs difficult and responsible para-professional accounting work including all activities related to the operation and maintenance of an Enterprise Resources Planning (ERP) payroll system; and to do related work as required. May provide technical and functional training to Finance and other District staff and serve as a lead on projects as required.

DISTINGUISHING CHARACTERISTICS

The Payroll Technician II a single incumbent journey level position in the class series, is responsible for performing technical, difficult and specialized tasks related to processing payroll transactions, including all related reporting; research of tax and benefit issues; development of reports and data for use in labor negotiations and analysis of employee grievances; implementation of final actions as a result of labor negotiations, grievance settlements, and disciplinary action decisions; training and assistance to employees in the operation of the system as it relates to time reporting and employee self service functionality. The Payroll Technician has regular access to confidential personnel and labor relations information, including the final decisions made in those areas. This class is distinguished from the Payroll Technician I by the performance of more complex analytical tasks, as well as training and troubleshooting duties.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Performs complex, technical payroll support work within general policy and procedural guidelines;
- Operates and maintains the District payroll system on a regular basis to ensure timely and accurate processing of District payroll and related functions;

- Reviews and processes all payroll data submitted, including timesheets, salary, benefit, and deduction changes;
- Performs complex retroactive pay calculations and applies adjustments;
- Assembles, analyzes, and reconciles data for preparation of quarterly taxes and year-end reports to state and federal agencies; prepares tax reports and reconciles with District payroll register
- Enters all data in system and generates bi-weekly payroll checks for all District employees;
- Prepares and electronically transmits the bi-weekly payroll direct deposits to financial institution for processing;
- Provides training to Finance staff on payroll procedures, operations, standard reports and related regulatory reporting;
- Provides technical assistance to employees on processes related to payroll, time reporting and employee self service;
- Maintains all leave balances and prepares periodic and ad hoc reports for supervisors;
- Prepares posting of payroll journal to financial system;
- Prepares third party remittance information for submission to Accounts Payable department;
- Prepares and submits state and federal payroll tax payments and reports to comply with regulations;
- Researches and applies federal and state tax codes, wage and hour laws to ensure compliance;
- Researches all payroll tax payment discrepancies and communicates directly with federal and state agencies until issue is resolved;
- Prepares and reconciles the annual W-2 forms and W-3 form;
- Reconciles payroll accounts with corresponding accounts in the financial general ledger;
- Prepares and reconciles CalPERS retirement benefits and worker's compensation reports;
- Evaluates and tests software updates for application of system updates;

- Works with ERP system consultants and in-house system staff to resolve payroll related system issues;
- Provides reports and data for use in labor negotiations and analyzing employee grievances;
- Interprets and applies MOU provisions, District policies and government payroll regulations;
- Assists in the preparation of annual State Controller's report and all other annual reporting; implements final decisions made as a result of labor negotiations, grievance settlements, and disciplinary action decisions;
- Establishes and maintains effective communication and working relationships with managers, supervisors, employees, and all external customers;
- Trains, guides and reviews payroll work completed by other Finance staff;
- Provides training to District staff in the areas of time entry, benefit adjustments and employee self service
- Interprets and applies MOU provisions, District policies and government payroll regulations;
- Reviews system-generated FLSA overtime payments, various payroll deductions and fringe benefit calculations and makes necessary adjustments;
- Maintains a variety of payroll records and assists with gathering information requested by auditors or in response to Public Records Act requests.
- Performs other subprofessional accounting and clerical work as required;
- Follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Payroll principles and procedures of complex payroll practices and operations;
- Integrated payroll and accounting software systems;
- Payroll and accounting recordkeeping;
- Applicable laws, rules and regulations related to payroll administration including Regular Rate regulations;
- Office practices and procedures;
- Proper English spelling, grammar, punctuation, and letter writing practices;
- Mathematical skills needed to perform advanced payroll calculations.

Ability to:

- Work independently and meet deadlines; lead projects and project teams; and monitors work of others to ensure accuracy and completeness to meet critical deadlines;
- Audit, analyze, reconcile, record, and document a diverse range of payroll transactions.
- Identify and analyze problems and recommend effective solutions;
- Manage large amounts of data from multiple reports and combine reports as necessary;
- Utilize technology such as spreadsheets and word processing programs to perform intermediate spreadsheet and word processing functions;
- Prepare and maintain a wide variety of reports and records;
- Identify and develop payroll procedures related to payroll processing; create and maintain standard operating procedures;
- Operate personal computers, calculators and other common office machines;
- Maintain confidentiality of information and files;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate effectively orally and in writing.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

- Two year college degree from an accredited college or university with major course work in accounting, business administration, human resources management, public administration or a closely related field preferred;
- Five years of experience payroll and benefits experience of an increasingly responsible nature.

The following experience is desirable:

- SAP or equivalent ERP software experience in a payroll, HR, or accounting environment;
- experience in accounting, a union environment, CalPERS retirement system.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: April 2026

Revised:

Approved by: Human Resources Manager