

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

CLASS SERIES TITLE: Payroll Services Specialist I/II

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform highly responsible, complex, and technical accounting functions in the preparation, processing, distribution, maintenance and verification of payroll, employee attendance, seniority and related records and reports for certificated and classified employees of the Santa Clara County Office of Education.

ALTERNATE CLASS SERIES SPECIFICATIONS

The Payroll Services Specialist I and the Payroll Services Specialist II serve as an alternate class series. Persons may be initially employed in either level depending on their qualifications. Persons employed in the entry-level classification may reasonably expect to be reassigned to the journey level classification upon the recommendation of the appointing authority. It is expected that a person employed as a Payroll Services Specialist I will be prepared for reassignment to Payroll Services Specialist II within a two-year period.

DISTINGUISHING CHARACTERISTICS

This class series is responsible for the recommendations for policy and procedural changes in relationship to the proper and accurate reporting of payroll and related information. This class series requires an advanced degree of accuracy, attention to detail, organization skills, initiative, confidentiality independent judgment and the ability to focus on multiple tasks within stringent timelines.

The Payroll Services Specialist I is the entry level of the alternate class series. Persons appointed to this classification receive training to understand the laws, regulations, codes and bargaining unit agreements as they pertain to payroll, wages, seniority and retirement. Persons receive general supervision and are initially assigned limited responsibilities which are expanded in size and complexity as their job knowledge increases.

The Payroll Services Specialist II is the journey level of the alternate class series. Persons appointed to this classification demonstrate job knowledge assuring for the proper and accurate reporting and payroll related information. Incumbents perform a wide range of complex technical payroll functions including employee attendance, seniority, and retirement reporting under limited supervision.

ESSENTIAL/TYPICAL DUTIES *The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.*

Reviews and audits employee authorizations generated by Human Resources Specialists; adjusts, corrects, and verifies salary placement of employees and various payroll codes relating to retirement, bargaining unit, State Disability Insurance (SDI), social security, mandatory Medicare, deferred pay, etc.

Verifies and maintains permanent employee hourly and/or daily rates

Organizes, prepares, verifies, and maintains payroll source documents for regular and substitute certificated and classified employees

Analyzes and audits Monthly Attendance reports for classified and certificated employees; reviews, and verifies days/hours worked; maintains the absence tracking system

Tabulates and maintains balances for sick leave, vacation, and/or contract days, and adjusts salary as necessary

Prepares supplemental payrolls and adjustments for employees that submit late time sheets or amendments and for other irregular or non-recurring payments; calculates retroactive salary raises in accordance with bargaining unit agreements

Reviews and processes Hourly/Daily Attendance reports and records for accuracy and completeness; calculates and records salary adjustments, overtime pay, and compensatory time as needed

Verifies salary payments are charged to proper accounts for Hourly/Daily attendance reports

Coordinates and makes highly complex calculations to arrive at the proper wage and sick leave and/or vacation usage in conjunction with SDI medical/FMLA claims

Monitors medical leaves for limitations and possible placement on 39 month reemployment list

Establishes and set-ups pay screens (i.e., extra duty, out of class, overtime, special compensation, retroactivity, prior period, vacation pay off, etc.); determines codes for retirement, pay plans, compensation and other rates of pay

Monitors limited term and substitute/relief employee assignments for PERS and STRS eligibility and ensures such assignments are within established policies

Monitors and pays/adjusts for various bargaining unit stipulations including sick leave incentive program, vacation limits, annual vacation payoffs, and floating holiday payoffs

Researches, analyzes and processes journal vouchers to correct expenditure errors or to comply with requests from managers; verifies salaries and benefits are charged to the proper accounts

Prepares and processes manual warrants based on interpretation of laws and collective bargaining unit agreements; ensures the accuracy of various payroll codes

Confers, assists, and serves as a resource to other departments, districts or outside agencies regarding payroll and payroll related items (retirement, SDI, W-2's, unemployment, workers' compensation); provides payroll related information to programs for grant purposes

Assists in testing and implementing payroll system improvements

Provides in-service training for clerical/secretarial employees on the accurate reporting of attendance for both the Monthly Attendance reports and the Hourly/Daily Attendance reports as required

Balances all payrolls and distributes payroll warrants to employees

Calculates and maintains classified seniority lists from payroll source documents for publication of seniority lists and possible layoffs

Performs all other related duties as assigned.

### EMPLOYMENT STANDARDS

#### Knowledge of:

School district payroll and retirement methods, practices, and procedures

Appropriate laws, codes, regulations, requirements, and standards

Modern office methods, practices, and procedures

Proper use and operation of standard office equipment and machines such as calculator, adding machine, printer, desktop computer fax machine, and/or microfilm reader

Software programs such as Excel, Laserfiche, Outlook, and Microsoft Word.

#### Ability to:

Understand and carry out both oral and written directions without continuous supervision

Use courtesy and tact in a variety of stressful situations including public contacts, both on the telephone and in person and communicate effectively in written form

Accurately interpret and apply pertinent laws, codes, rules, and regulations

Reconcile differences within established payroll, retirement, and accounting system using highly developed analytical skills

Establish, prepare, and maintain complex payroll records, summaries, and reports

Troubleshoot and quickly identify problem areas or situations, evaluate problem causes and take appropriate action to resolve problems identified, and develop procedures as needed

Plan, organize, and perform assigned work tasks to meet designated time requirements

Multitask in a fast paced environment

Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **EDUCATION, TRAINING AND EXPERIENCE**

*Payroll Services Specialist I:* A combination of education, training and experience which clearly demonstrates possession of knowledge, skill and abilities detailed above. A typical qualifying background would include one year fiscal/statistical record keeping experience related to payroll, auditing or retirement reporting. Experience must include maintaining computerized records. College-level course work in accounting, public administration, or a related field is highly desirable.

*Payroll Services Specialist II:* A combination of education, training and experience which clearly demonstrates possession of knowledge, skill and abilities detailed above. A typical qualifying background would include three years payroll public accounting experience related to schools payroll, auditing or retirement reporting. Experience must include maintaining computerized records, and interpreting and applying complex laws, rules and regulations. Experience providing technical leadership is desirable. College-level course work in accounting, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

**BARGAINING UNIT:** Office, Technical and Business Services (OTBS) Unit

**WORKING CONDITIONS:** Generally, duties are primarily performed in an office environment while sitting at a desk. Incumbents are subject to contact with or constant interruptions by management and employees.

PHYSICAL DEMANDS: Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods of time and walking short distances; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; and lifting light objects.

Personnel Commission Approval:

Revised 1/09/97; 03/23/00; 06/21/01; 06/11/09