

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTIONS

TITLE: Payroll Specialist

CLASSIFICATION: CSEA

REPORTS TO: Director of Payroll

BASIC FUNCTION:

The job of Payroll Specialist was established for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and maintaining confidential employee records.

RESPRESENTATIVE DUTIES:

- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, payroll database, salary adjustments, tax deposits, insurance vendor payments, health and welfare benefits, etc.) for the purpose of providing required documentation and summaries to other personnel, and ensuring compliance with established guidelines.
- Initiates monthly payments to insurance companies for the purpose of ensuring ongoing insurance coverage for employees and their families.
- Maintains and updates a wide variety of confidential payroll information (e.g. records, files, data, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines for multiple organizations.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs audits and reconciles payroll workflow (e.g. time sheets, direct deposits, wage attachments, benefits, prepay reports, accounts with significant balances, insurance vendor invoices, etc.) for the purpose of ensuring distribution of funds and accounting practices are accurate.
- Prepares a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, W-2 controls, worker's compensation checks, monthly processing of payroll warrants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of payroll documents (e.g. benefit plan enrollments, tax forms, union dues, deductions for new employees, leaves of absence, hourly short-term employees, retirees, contracted employees board members, etc.) for the purpose of updating information, authorizing timely payment, disseminating information to appropriate parties and complying with established payroll practices.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.

- Responds to inquiries regarding payroll procedures from a variety of internal and external parties (city/state/federal agencies, etc.) (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, troubleshooting concerns, problem solving, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews payroll and a variety of insurance-related information (e.g. payroll reports, medical / dental / vision / disability billing forms, carrier forms, Cobra requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.
- Supports the Payroll Director in completing payroll operations for the purpose of ensuring the timely and accurate payroll generation.
- Verifies, computes and posts employee timesheets for the purpose of ensuring compliance with legal standards in the areas of basic minimum wage and overtime pay, collective bargaining agreements and district policies.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications; applying job-related codes, regulations and laws.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; and State Education Codes and other applicable laws; business telephone etiquette; job-related codes/laws/rules/regulations/policies; recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team and independently with detailed information/data and frequent interruptions.

RESPONSIBILITIES:

Works under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience with increasing levels of responsibility is preferred.

EDUCATION: Targeted, job related education with in job-related area.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 10, 11 or 12 month position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement: Level 21

FLSA STATUS: Non-Exempt

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Completion by Human Resources

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| Board Approval Date – | | |
| () | New Job Description/Reason: () Reclassification | () Organization Needs |
| () | Revised Job Description | |
| (X) | Revised Salary Placement | |
| | | |
| Change Effective date: October 1, 2023 | | |