

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Payroll Specialist

CLASSIFICATION: CSEA

REPORTS TO: Payroll Supervisor

BASIC FUNCTION:

The job of Payroll Specialist is done 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.

ESSENTIAL FUNCTIONS:

- Analyzes payroll and a variety of insurance-related information (e.g. payroll reports, medical / dental / vision / disability billing forms, carrier forms, etc.) for the purpose of ensuring accuracy of payroll and insurance records.
- 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.
- Enrolls new employees (e.g. payroll, benefits, etc.) for the purpose of providing information regarding employee benefits and practices and calculating/processing employee compensation.
- 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.
- 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 overpayment, 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, human resources, 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.
- Supports the Payroll Supervisor in completing payroll operations for ensuring the timely and accurate payroll generation.
- Trains new Payroll Specialists in the fiscal department for the purpose of improving employee productivity, efficiency, and quality of work.
- 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.

Other Functions

- Participates in staff meetings for the purpose of conveying and/or gathering information required to perform job functions.
- 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 technical information, compose a variety of documents, and/or facilitate group discussions; 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, Labor Law, FLSA 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; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; 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 to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting strict deadlines and schedules; setting priorities; and working as part of a team and independently with detailed information/data and frequent interruptions.

RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience is preferred.

EDUCATION: High school diploma or equivalent.

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

REQUIRED TESTING: Pre-employment Test may be required.

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

TERMS OF EMPLOYMENT:

- School year 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

Completion by Human Resources

Board Approval Date –
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: