

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

LEAD PAYROLL TECHNICIAN

Definition:

Under general direction, participate in the operation of the payroll unit of the County Office of Education in the preparation and processing of payroll activities for the payment of classified and certificated employees; perform complex calculations; prepare comprehensive analytical reports; assure compliance with established policies, regulations and legal requirements. The class of Lead Payroll Technician requires specialized subject matter expertise in payroll procedures, laws and processes as well as the ability to make decisions of critical consequence and display a high degree of initiative and judgment.

Typical Tasks

Essential Duties:

Organize and coordinate the technical and clerical functions of the payroll unit.

Train payroll staff; provide technical leadership to Payroll Unit.

Complete various complex payroll/personnel transactions requiring the identification and interpretation of payroll/personnel procedures and practices to ensure accurate salary payments and deductions, including retirement, and accrual and control of illness leave, vacation, and other benefits; perform gross pay and other adjustments, and fingerprint deductions through payroll; perform complex calculations using salary tables, charts and other source documents.

Answer correspondence and telephone and in-person inquiries concerning assignment data, time-reporting methods, illness leave and vacation balances, effects of regulations on payroll problems, and discrepancies in salaries paid; communicate with various governmental agencies as needed.

Receive, analyze and resolve special and unique problems related to overpayment recovery, underpayment, assignment change agreements, work calendars, and benefit accruals; analyze time-report information, assignment information, deduction information, and other documents to discern errors, determine the causes of errors and develop methods and procedures to minimize errors.

Troubleshoot technical system problems and recommend enhancements; assist in the implementation of system changes to accommodate employer/employee contract requirements.

Provide assistance to staff regarding salary schedules, negotiated agreements and procedures pertaining to payroll operations; conduct in-service presentations to County Office staff related to timekeeping, preparation of documents and other payroll issues.

Gather, compile and organize salary and other statistical or personnel data; coordinate interdepartmental requests for data.

Provide employment and unemployment verifications.

Screen and audit documents pertaining to personnel assignments and payroll operations.

Process cash transfers and deposit checks as warranted.

Input and retrieve payroll/personnel information utilizing online computer, peripherals and related software; operate calculators and other standard office equipment.

Attend meetings and participate in trainings as needed.

Non-Essential Functions:

Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Payroll/personnel and supervision policies, procedures, regulations, practices, and techniques; account code structure, accounting terminology and practices; automated payroll applications and use of electronic data and word processing methods, including Microsoft Excel, Outlook, and Word.

ABILITY TO:

Organize and oversee Payroll Unit; plan and organize individual work as well as the work of others; train payroll staff in payroll procedures and processes; provide training and make presentations to individuals and groups in other SDCOE departments; read, interpret, apply and explain rules, regulations, policies and procedures; research and explain related federal, state and local wage, retirement and tax laws; perform computations requiring checking, verifying and use of complex payroll formulas and procedures; organize and maintain records; operate standard office equipment including computers and related software applications; audit and interpret payroll problems, determine the required course of action and resolve problems; establish and maintain effective working relationships with those contacted in the course or work; work under the pressure of recurrent deadlines, meeting them with accuracy and timeliness; communicate effectively orally and in writing; prepare complex statistical reports.

EDUCATION AND EXPERIENCE:

Education, training or experience which would clearly demonstrate possession of the knowledge and abilities detailed above. An example of typical qualifying education and experience would include: completion of college-level coursework in accounting, finance, public or business administration, or a closely related field, and four years of full-time, directly related payroll experience, preferably in a school district or other large public agency with complex retirement systems. Utilization of automated payroll systems is required.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are typically performed in an indoor office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate fingerprinting equipment, computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: December 2010

Approved by the Personnel Commission: _____ 1/19/2011 _____