SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Payroll Specialist
REPORTS TO: Payroll Supervisor

DEPARTMENT: Payroll
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 042 OTBS

REVISED: December 17, 2019

BASIC FUNCTION:
Independently perform a variety of complex payroll tasks including calculating, auditing and processing an assigned section of the district hourly and monthly payroll for predetermined schools and departments; resolve issues and provide support to site administrators and support staff related to payroll transactions, absence reporting and collective bargaining/procedural requirements.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Calculate, audit and process monthly and hourly payrolls using timekeeping data, job data characteristics, salary placement, deductions, pension contributions and taxes in accordance with state and federal law, district procedures, negotiated contracts, and rules and regulations. E

Perform research, analyze payroll and timekeeping data and prepare calculations necessary to issue regular, reversal and emergency pay warrants; review and audit standard and special payroll transactions, make necessary corrections, and input data to adjust payments for salary, absences/leave, pension contributions, overtime and other types of additional pay. E

Organize and maintain a variety of payroll related files, documents, and procedures; compile data, maintain spreadsheets, and prepare reports and correspondence to employee/retirees, outside agencies and third-party providers. E

Analyze and verify appropriate assignment information for input to the district employee and payroll databases. E

Calculate and process payroll adjustments for new and late starts and process changes to salary deductions and employee status such as assigned workdays per year, projected vacation, sick and personal necessity leave balances, step increments, overtime and extra duty pay, longevity pay, voluntary deductions, retroactive pay, attendance incentives, garnishments, workers’ compensation and other changes as necessary; monitor sick leave and industrial accident balances and notify appropriate agencies and departments if leave is exhausted. E

Contact employees, supervisors, administrators, or others to resolve confidential and sensitive payroll discrepancies and to explain various payroll-related issues; research, calculate, and maintain records of overpayments; review overpayments with employees and arrange repayment schedules; explain payroll
adjustments to employees and/or their representatives; explain payroll related contract issues and related changes. 

Operate standard office machines, microfiche, and computers and related software applications.

Assist with training other payroll staff as needed.

Research current or historical payroll data; receive, research, and respond to requests from courts, attorneys, tax authorities, insurance companies, and other agencies for earnings histories and other confidential data.

Comply with applicable state, local, and federal rules, regulations, and laws and district policies and procedures.

Attend meetings as required; make occasional school site visits to assist in instructing staff in proper payroll recordkeeping and reporting procedures.

Perform duties as assigned and reasonably related to this job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to four years of recent paid progressively responsible experience in advanced payroll functions, accounting/bookkeeping and customer service. Experience in PeopleSoft Human Capital Management or similar technology is preferred.

LICENSES AND OTHER REQUIREMENTS:
None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
The application of payroll accounting/bookkeeping procedures.
Principles, practices, and terminology of financial expenditure reporting.
MS Excel and proficiency in using it to accomplish high level payroll related tasks, calculations, auditing and reporting.

ABILITY TO:
Apply payroll accounting/bookkeeping procedures and the principles, practices, and terminology of financial expenditure reporting.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Operate standard office equipment including, calculators, computers and related software applications including MS Excel at a proficient level.
Independently perform complex, analytical and computational tasks with speed and accuracy.
Work under pressure of legally mandated deadlines, heavy volume, and interruptions.
Explain payroll calculations to employees.
Exercise diplomacy, tact and independent judgment.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Maintain records.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

A Payroll/Benefits Clerk is the entry-level classification in the series. Incumbents provide clerical support services for various payroll functions and serve as informational resource to employees concerning payroll functions. The Payroll Specialist is the experienced-level classification in the series. Incumbents perform the full range of payroll duties including payroll processing, auditing and reporting functions.

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