

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Payroll Specialist	REPORTS TO:	Payroll Supervisor
DEPARTMENT:	Payroll	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OTBS
REVISED:	November 13, 2007		

BASIC FUNCTION:

Calculate and process an assigned section of the district hourly or monthly payroll for predetermined cost centers.

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 and process monthly or hourly payrolls using time sheets, timecards, deduction cards, and absence cards in accordance with district procedures, negotiated contracts, rules and regulations, and a variety of supplementary reports. **E**

Perform research and calculations necessary to issue regular and emergency pay warrants; review computer printouts of standard and special payroll transactions, make necessary corrections, and input data or submit documents for input. **E**

Organize and maintain a variety of payroll related files, documents, and procedures; compile data, maintain spreadsheets, and prepare reports and routine correspondence as necessary. **E**

Determine, code, or verify appropriate assignment information for input to the district employee data base; input data to payroll and personnel 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, 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 payroll discrepancies or problems 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. **E**

Operate standard office machines, microfiche, and microcomputers. **E**

Assist in training other payroll employees in specialized areas as needed. **E**

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. **E**

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

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of recent full-time equivalent, paid computational, and customer service experience.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The application of payroll bookkeeping procedures.
Principles, practices, and terminology of financial expenditure reporting.

ABILITY TO:

Apply payroll bookkeeping procedures and the principles, practices, and terminology of financial expenditure reporting.
Operate standard office equipment including microcomputers and related software applications.
Operate calculators and perform complex computational tasks with speed and accuracy.
Work under pressure of continual deadlines, heavy volume, and constant interruptions.
Explain payroll calculations to employees.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Exercise diplomacy, tact and independent judgment.

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.