PAYROLL TECHNOLOGY SPECIALIST

DEFINITION

Under general supervision, provides responsible information technology support related to payroll; performs technical and detailed work in the preparation, review, audit and processing of payroll-related database records, documents and related materials; provides support to the general accounting and payroll functions; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is an experienced level class, with responsibility for providing specialized assistance in the area of computer support for the District’s payroll function. Incumbents exercise discretion within established guidelines and ensures compliance with rules and regulations. This class is distinguished from the accounting support series in that the latter performs activities in basic accounting and clerical activities involving more repetitive processing of work with some problem solving.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs technical and detailed work in the preparation, review and processing of Human Resource Information System (HRIS) database records, documents and related materials for college employees (E)
- Maintains integrity of the payroll database ensuring accuracy and compliance with applicable regulations, rules and operational procedures (E)
- Reviews documents for completeness and accuracy (E)
- Confers with information technology and other College offices to improve the computerized processing system (E)
- Calculates salary rates and differentials (E)
- Interprets and provides information to College staff that requires the use of judgment and the interpretation of policies, laws, rules and regulations (E)
- Formulates or assists in the formulation of improved payroll records management and reporting systems and procedures (E)
- Creates and maintains process flow documentation (E)
- Creates various ad hoc reports and queries from the payroll database (E)
- Compiles, researches, and prepares a variety of periodic and special reports relating to the payroll function (E)
- Provides support to varied general accounting functions (E)
- Inputs and retrieves data and produces reports using a personal or on-line computer (E)
- Organizes and maintains various records and files (E)
- May oversee the work of and instruct staff assigned to assist with the payroll function
- Performs related duties as required or assigned

(E)=designates essential functions
QUALIFICATIONS

Knowledge of:

- Business data processing principles and software applications related to payroll processing, including integrated databases, word processing and spreadsheet software
- Recordkeeping requirements, rules and regulations related to the payroll process
- Payroll reporting requirements of county, state and federal agencies and insurance and financial firms
- Office practices and procedures, including filing and the operation of standard office equipment
- Basic accounting and auditing principles and practices
- Business mathematics, including percentages, decimals and basic bookkeeping
- Correct English usage, including spelling, grammar and punctuation

Skill in:

- Maintaining detailed and accurate payroll records and files
- Interpreting, explaining and applying complex rules, regulations and policies
- Monitoring and producing accurate payroll related records, documents and reports
- Troubleshooting database related problems and identifying opportunities for improvement
- Creating ad hoc queries and reports in a computerized database
- Using initiative and sound judgment within established procedural guidelines
- Compiling and reconciling complex numerical and financial data
- Maintaining confidentiality of information
- Prioritizing work, coordinating multiple projects and meeting critical deadlines
- Operating standard office equipment, including a personal or on-line computer
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Desirable:

- Integrated database experience in a California school or community college
- Datatel Colleague/Benefactor payroll experience

Education and Experience:

A typical way of gaining the knowledge and abilities outlined above is:

Graduation from high school supplemented by college or professional-level courses in business, payroll or human resources and three years of payroll or human resources support experience which has involved preparing, reviewing and processing payroll related records. At least one year working with an integrated Human Resource Information System (HRIS) database for a large, complex payroll.

Established: 3/21/07