

PAYROLL SPECIALIST III

DEFINITION

Plans, performs, and analyzes complex professional and technical payroll activities.

TYPICAL DUTIES

Consults with operating and management personnel in the design of payroll systems to ascertain accuracy of payroll data and report requirements and directs, facilitates, and implements new policies, procedures, and organizational governances that affect the Payroll Branch.

Confers with information technology personnel on the formulation of computerized system plans and specifications related to payroll processes.

Leads or coordinates a team of staff in the analysis, completion, and validation of complex and technical projects.

Interprets and researches proposed legislation, laws, regulations, contract provisions, and legal opinions and decisions that affect the payroll process.

Applies certificated and classified personnel regulations as well as payroll policies in determining correct payments and records and explains them to administrators, office managers, and employees.

Analyzes daily payroll inquiries from employees to resolve complaints and grievances and payroll and/or accounting-related data processing activities and recommends changes needed in processing of payroll and related data to alleviate future problems.

Provides confidential payroll information, as authorized by subpoena or supervisor, to courts, public agencies, loan and insurance companies, and other offices of the District, and attends court on behalf of the District to present the information.

Writes procedural documentation and creates and analyzes payroll reports, customer service reports, workflow diagrams, work instructions, user guides, business process procedures, job aids, simulations and manuals to recommend more efficient systems.

Coordinates and maintains work schedules and reviews the work of staff

Provides technical support, direction, and training to lower level payroll staff.

Develops and presents programs to provide training and information to administrators, time reporters, and other personnel regarding payroll procedures and problem resolution.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Payroll Specialist III analyzes the payroll system and procedures and provides technical support for Payroll Administration Branch staff.

A Senior Payroll Specialist oversees and supervises the activities of multiple units within the Payroll Administration Branch and monitors the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.

A Payroll Specialist II performs a variety of technical and analytical duties related to the District's SAP Payroll application system and subsequent activities. The Payroll Specialist II may act as a lead in the completion of daily payroll processing cycle or special projects.

SUPERVISION

General supervision is received from a Senior Payroll Specialist and Payroll Administration Manager. Technical direction may be exercised over work performed by technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Functionality and processes of SAP Human Capital Management System
- Policies, rules, and regulations related to the States Teachers' Retirement System, Public Employees; Retirement System, and Public Agency Retirement System
- Principles, practices, and procedures of payroll administration including payroll processing, personnel assignments, time reporting, deduction control, records maintenance and documentation, and payroll accounting
- Accounting principles and procedures, with emphasis on governmental accounting
- Federal, state, local law, and District and Personnel Commission rules and regulations, and union contracts related to payroll systems, wages, salaries, fringe benefits, and deductions
- Internal Revenue Service (IRS) and Franchise Tax Board (FTB) circulars as they pertain to salary taxation
- Principles of work simplification and forms design
- Principles and techniques for designing and developing training solutions
- Research, statistical, and forecasting methods used in payroll analysis and management

Ability to:

- Plan, schedule, and coordinate the operations of complex payroll and retirement systems
- Work independently and provide leadership and technical assistance to others
- Effectively oversee the work of technical and clerical personnel
- Effectively utilize computer hardware and software in the performance of duties
- Apply research and analytical techniques to the resolution of retirement systems payroll problems
- Analyze payroll and retirement data to implement pertinent laws, policies, procedures, and practices
- Work effectively and cooperatively with District personnel and representatives of government agencies and various private organizations
- Train and provide direction to employees in systems and procedures implementation
- Prepare clear, concise instructions, reports, and recommendations
- Remain calm and pleasant under pressure and in stressful situations
- Work in a fast-paced environment with multiple deadlines
- Listen, and communicate effectively with customers
- Develop effective written and oral presentations
- Utilize Microsoft operating systems, Word, Excel, and PowerPoint

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, accounting, public administration, information systems, or a related field. Additional experience in payroll processing may be substituted for two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience utilizing the SAP Human Capital Management system in payroll processing with responsibilities in such areas as payments, deductions, personnel assignments, accounting, customer service, grievance processing, application of payroll regulations, error resolution, time and attendance, or systems analysis. Two years of the required experience must be as a professional or lead providing work direction in utilizing the SAP Human Capital Management system.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised
09-12-16
SD