



Assistant Payroll Specialist - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
622	Non-Exempt	5 Paraprofessionals	AFSCME	03	2/12/2020	20-013

DEFINITION: Under general supervision, performs clerical and support functions for the accurate completion of payroll for District employees. Initially, under close supervision, incumbents receive training and learn policies and procedures, specific methods and regulations relevant to the work unit. This is the entry-level within the Payroll Specialist series. As experience is gained, assignments become more varied, complex, and review of the work become less frequent. This classification performs a significant portion of the work assigned to the Payroll Specialist (experienced-level), but without the level of independence or full responsibility expected of the higher-level classification. There are three (3) levels within the Payroll Specialist series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

Positions in the Payroll Specialist series are flexibly staffed to meet the needs of the District. Positions at the experienced-level are normally filled by advancement from the entry-level and promotion is subject to the following: (i) management affirmation that the incumbent is performing the full range of duties assigned and (ii) after gaining requisite experience and demonstrating proficiency which meets the minimum qualifications of the next higher-level classification.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Audits employee time and labor based on data submitted by the various District departments, Timekeepers, and clerical staff; and interacts with Timekeepers as required to verify data and resolve discrepancies.
- Verifies the accuracy of pay-line data and makes appropriate adjustments.
- Runs queries to validate data from the time and labor interface, verifies information, and updates databases and spreadsheets, as needed.
- Calculates final paycheck amounts for retiring or terminating employees; and processes monthly paychecks to retirees.
- Enters employees' exception time into appropriate databases, confirms data, and distributes exception time forms to Timekeepers and clerical staff.
- Analyzes data in order to determine retroactive pay adjustments.
- Enters wage levies and garnishment amounts into employee payroll deductions.
- Processes accounts payable checks (PYAP) for payroll deductions, child support, union dues, and garnishments.
- Responds to inquiries from employees regarding paycheck amounts, deductions, leave accruals, direct deposit, and other concerns.
- Maintains and updates computer based and paper files for retention of payroll.
- May participate in ad-hoc or ongoing payroll or accounting projects at the direction of the Payroll Manager, Controller, Chief Financial Officer, or designee.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: General terminology and practices of financial and account document processing and record-keeping, including accounts receivable and accounts payable; one or more payroll and spreadsheet software programs; basic principles and practices of payroll processing and accounting; and modern office practices and procedures; business arithmetic techniques; modern office practices, methods, and computer equipment, English usage, grammar, spelling, vocabulary, and punctuation; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

Ability to: Learn District and department policies and procedures, accounts, and codes; learn specialized clerical



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accounting processes and procedures related to the department to which assigned; learn to maintain journals and records; learn the methods and techniques of processing and recording a variety of financial transactions; organize own work, set priorities, and meet critical time deadlines; operate modern office equipment including computer equipment and specialized software programs relevant to work performed; ; learn and proficiently read, understand, interpret, and apply provisions from multiple Collective Bargaining Agreements; analyze data from multiple sources, check for accuracy, and resolve errors and discrepancies; perform mathematical computations rapidly and accurately; interpret data from various accounting systems; communicate clearly both orally and in writing; learn, interpret, and apply pertinent government accounting and payroll regulations; and build and maintain positive working relationships with those encountered in the course of work using principles of excellent customer service.

Education: Equivalent to a high school diploma.

Experience: One (1) year experience at the technical clerical level in a position in which the primary duties involved supporting processing of payroll and related functions, and/or experience at a level equivalent to the District's classifications of Timekeeper, Lead Timekeeper, Senior Typist Clerk, Senior Administrative Clerk, and/or Administrative Assistant

License and Certification(s): None

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment.

Special Environmental Conditions: None

Special Requirements: Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.

Established Date: 10/27/2010 (Res. No. 10-046)

Revision Date: (Res. No.20-013)