



## Alameda Contra Costa Transit District Classification Specification

Exhibit-C

### Payroll Specialist - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
623	Non-Exempt	5-Paraprofessionals	AFSCME	05	2/12/2020	20-013

**DEFINITION:** Under direction, performs the full range of payroll preparation, processing, and confirmation functions for the timely and accurate completion of payroll for District employees; and may participate in special payroll or accounting projects. This is the experienced-level within the Payroll Specialist series. 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.
- Analyzes pay-line data, verifies accuracy, and makes appropriate adjustments.
- Runs queries to validate data from the time and labor interface (OTS), analyzes 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.
- Runs queries to confirm supplementary payments awarded to employees eligible for special incentive programs.
- 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.
- May provide task specific training to new and/or subordinate staff at the direction of the Controller or CFO.
- 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 Administrator, Controller, CFO or designee.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** One or more payroll, spreadsheet, and word processing software programs at the intermediate level of proficiency; basic principles and practices of payroll processing and accounting; and modern office practices and procedures:

**Ability to:** Develop proficiency with newly implemented and current state of the art software for payroll, spreadsheets, and word processing; 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



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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:** Equivalent to three (3) years of recent and verifiable experience at the technical clerical level in a payroll position and/or two (2) years experience at a level equivalent to the District's classification of Assistant Payroll Specialist.

**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)