

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex technical tasks in the processing of employee payrolls at the District and campus levels; maintain assigned payroll records.

DISTINGUISHING CHARACTERISTICS:

The Payroll Technician II classification serves as a lead to other Payroll Technicians and performs the full range of payroll accounting and reporting for a College or District Office. The Payroll Technician I classification enters payroll information for assigned parts of the overall payroll for a College or the District Office.

REPRESENTATIVE DUTIES:

Prepare and process classified, academic and management (confidential) payrolls; provide guidance to other payroll personnel in the preparation of payroll input documents; respond to inquiries regarding technical procedures. *E*

Assemble, tabulate, extend, balance and post District payrolls and related data; examine payroll transactions for accuracy and completeness including rate of pay, category of payments and account numbers; evaluate discrepancies in payments or records and perform adjustments as required; post, monitor and audit vacation and sick leave usage. *E*

Verify and code payroll data according to established guidelines for retirement, tax purposes, contractual obligations and audit tracking; transmit payroll taxes to the bank according to federal and State regulations. *E*

Maintain and update individual payroll records; audit files for mandatory payroll documents; notify colleges to remedy delinquent records. *E*

Audit, compile, calculate and process payments in support of voluntary deductions to various private agencies including insurance companies, tax sheltered annuity carriers, banking institutions and credit unions; process contributions towards retirement, federal and State income taxes, unemployment insurance and social security/medicare; serve as a resource for information regarding these activities. *E*

Respond to inquiries and provide information to individual employees and to college payroll offices regarding District payroll, sick leave, vacation and retirement policies and procedures. *E*

Maintain and update files for earned benefits, voluntary deductions and long-term disability benefits records. *E*

Sort and distribute assigned payroll warrants; audit and verify direct deposit totals as transmitted to central clearing house. *E*

Provide authorized payroll information to public agencies, loan offices and insurance companies; verify earnings for employees as requested. *E*

Operate a variety of office equipment including a copier, calculator, fax machine and a computer. *E*

Assist in the preparation, audit and submittal of eligibility reports to the State Teachers Retirement System (STRS) and the Public Employees Retirement System (PERS). *E*

Research and verify financial and credit balance reports; process travel claims. *E*

Assist in the preparation and presentation of formal and informal workshops on payroll-related matters.

Assist in the annual preparation and distribution of W-2 statements.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in payroll and bookkeeping.

Applicable federal, State and local laws, rules and regulations.

Rules, regulations and procedures of the Public Employees= Retirement System.

Principles and procedures of statistical record-keeping and reporting.

Basic math.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer.

Research methods and report preparation techniques.

ABILITY TO:

Perform complex payroll and record-keeping procedures.

Research and prepare a variety of payroll-related reports.

Perform mathematical calculations quickly and accurately.

Operate a variety of office equipment including a computer.

Maintain accurate and complete records.

Assist in the preparation, audit and submittal of eligibility reports to STRS and PERS.

Interpret and apply laws, rules and regulations related to payroll procedures.

Respond to requests and inquiries from District employees, government agencies and the public.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in payroll, bookkeeping or a related field and four years of increasingly responsible experience in payroll or the maintenance of financial or statistical records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>4</u> | j. | Ability to operate office equipment. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.