

**Santa Monica Community College District
Personnel Commission
Payroll Specialist**

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CONCEPT OF THE CLASS

Positions in this classification compute, check, and process salary payments and deductions.

ESSENTIAL DUTIES

Collects, verifies, and collates payroll data from multiple sources in order to process payrolls in compliance with District and County timelines.

Performs a variety of technical payroll accounting procedures including computing, auditing, and processing salary payments and deductions for certificated, classified, and student employees.

Prepares and coordinates periodic payroll reporting, processing, and distribution schedules in coordination with county deadlines.

Researches and reconciles reported discrepancies; explains nature and appropriate resolution of discrepancies to employees; arranges retrieval of overpayments to employees within District guidelines and timelines; processes supplemental payments to employees to correct underpayments.

Verifies pay data integrity; checks data accuracy; reviews input documents, computer printouts and related payroll records for accuracy and completeness; assesses accuracy and sufficiency of payroll documents submitted.

Inputs payroll data and codes; logs in timesheets; posts time reports to computerized payroll system; verifies leave time used; adjusts pay to account for unpaid absences, as necessary.

Audits, codes and processes pay documents including salary changes, adjustments and garnishments; provides payroll information to public agencies, loan and insurance companies and other units of the District.

Researches and interprets federal, state and local regulations governing pay and provisions of collective bargaining agreements and applies provisions appropriately to compute pay.

Prepares payroll documents for Los Angeles County payroll system; inputs payroll information and codes; reconciles inputted data with outputted payroll.

Completes employment and retirement verifications; researches work injury and medical leave claims; reconciles available accrued leave time with pending Short-term Disability Insurance (SDI) payments.

Maintains employee vacation, sick, compensatory, etc., leave balances database; maintains accurate current and historical payroll records.

Prepares timely and accurate tax reports for state and federal agencies; maintains related data.

Prepares reports for other governmental jurisdictions, including Social Security, Public Employees Retirement System, State Teachers' Retirement System, unemployment insurance and worker's compensation insurance fund.

Communicates with management, coworkers, Personnel and Benefits Department staffs, county offices, and local, state, and federal agencies regarding individual and departmental payrolls to inform, advise, and/or seek resolution of interruptions in the flow of accurate and timely payroll data.

Attends conferences, seminars, meetings and training sessions to stay current with new laws, rules, procedures and regulations affecting correct and proper payroll issuance.

Trains and directs student workers in basic tasks such as filing, records keeping, and related activities necessary to the maintenance of employees' records.

Communicates both orally and in writing to develop and maintain effective interpersonal and business relationships with District coworkers, faculty, staff, students, and administration.

Performs other related duties as assigned or requested.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:

Positions in this classification receive general supervision from the Payroll Manager.

Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide guidance and direction to student assistants.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of federal, state, county and District rules and regulations related to employee salaries and payroll computation.

Knowledge of time reporting and payroll processing procedures.

Knowledge of computer data entry for payroll processing.

Ability to operate computers and utilize a variety of sophisticated software programs, including spreadsheets, database management, word processing, internet, and e-mail; commitment to continually upgrade proficiency through attending classes, seminars, trainings, workshops and other venues.

Ability to learn, apply and explain complex payroll-related rules and regulations.

Ability to detect discrepancies in payroll records and data; determine source of error and take corrective action.

Ability to record data neatly and accurately.

Ability to collaborate with departmental staff in the proper reporting of hours worked and absences; to modify reports as necessary for any changes in hours worked or absences.

Ability to interpret and apply contract provisions, employment law, District, county, state, and federal rules and regulations.

Ability to set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions.

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors.

MINIMUM QUALIFICATIONS

Education Requirement:

Associate of Art's Degree in Business Administration or a closely related field.

Experience Requirement:

Three (3) years of increasingly responsible payroll and/or personnel experience involving the preparation and issuing of payroll checks, including the computation and auditing of salary payments and deductions using a computerized payroll system.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING ENVIRONMENT & PHYSICAL DEMANDS***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Fiscal Services/Business Administration/HR

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/02/06

Class History: Established December 13, 1979

Revision Date(s): 01/26/83 Revised; 05/27/92 Re-titled and Revised; 11/02/06 Hay Study