



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 3108
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Senior Payroll Technician

GENERAL PURPOSE

Under direction from higher level supervisory or management staff, incumbent performs highly complex technical duties and responsibilities involving the preparation, processing, auditing, and maintenance of school district/OCDE payrolls; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Payroll Technicians perform highly specialized payroll duties involving the payroll reporting and records of school districts/OCDE sites, ensuring that all preparation, administration, auditing and maintenance functions are carried out in an accurate, timely manner in accordance with all applicable legal requirements. Incumbents are expected to perform job assignments without close supervision using knowledge of multiple automated systems and databases. Incumbents work closely with staff of the various school districts /sites in the resolution of payroll problems and work closely with a variety of OCDE staff, banks, federal agencies, attorneys, and collection agencies to carry out these responsibilities.

Senior Payroll Technician is distinguished from Payroll Services Specialist in that an incumbent in the latter class is responsible for testing and documenting new payroll applications and training school districts' payroll staff on their functions and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Execute a variety of complex computations, preparations, and payments of employee contracts, involving salaries, Cost of Living Adjustments (COLA), gross pay, retirement, taxes, vacation, sick leave and other leave balances, and voluntary deductions for current and terminated employees.
2. Interpret payroll/district policies, procedures, and provide information to assist management and employees; provide customer service and assist employees/sites/districts with payroll resolution; evaluate, and research payroll discrepancies; make recommendations on development and implementation of improved systems as related to areas of responsibility.
3. Set-up, update, audit, and maintain time and attendance systems for sick leave, non-work, inactive, and vacation accruals according to bargaining unit agreements; provide guidance to timekeepers with input and corrections; and process late absences and overtime requests submitted by timekeepers after required deadlines.

4. Interpret policies and procedures from bargaining unit contracts, the California Education Code, federal and state laws, Internal Revenue Service tax laws, the Fair Labor Standards Act, and retirement agencies; respond to requests for information and assistance from employees, management, and outside agencies.
5. Calculate estimated salary advances based upon anticipated deductions, tax changes, salary modifications, leaves of absence, terminations, or other adjustments; maintain computerized payroll systems with appropriate estimated salary amounts.
6. May act as a liaison between school districts, employees, support recipients, state and federal agencies, attorneys, and collection agencies in the processing of all wage garnishments and attachments; perform complex mathematical calculations based on the type of orders and priority; research requirements for compliance; research laws and legal procedures as needed; work with district staff and/or affected employees; maintain confidentiality when explaining requirements and limitations to irate or disgruntled employees; and work closely with OCDE Legal Department to ensure compliance with laws and legal requirements.
7. Coordinate with Risk Management to ensure correct workers' compensation payments; monitor to ensure proper leave compliance; and maintain appropriate records and documentation.
8. Perform clerical and technical work related to the preparation of district payroll for certificated and classified personnel; receive and audit district time reports for classified and certificated employees.
9. Process certificated and classified payroll; input timesheet information, including deductions and proper coding into an assigned computer system; review information for accuracy; and make corrections as necessary.
10. Receive and process district and other forms related to payroll actions, including employment and terminations, changes of status, tax and insurance deductions, leaves without pay, and overtime.
11. Maintain detailed employee records regarding the accumulation and use of sick leave, vacation, and other paid and unpaid leaves in permanent records and on an assigned computer system.
12. Prepare and generate comprehensive reports in either standard or ad hoc reports.
13. Attend a variety of meetings, training sessions, and seminars as required.

OTHER DUTIES

1. Hold payroll checks from release to school districts for certificated employees at the request of the OCDE Credentials unit. Audit, verify, and download New Hire Employee Reports and mail transmittal of New Hire Employee Registry to the Employment Development Department (EDD) and school districts within scheduled guidelines.
2. Research, develop, and maintain complex spreadsheets and reports to reconcile school district payroll data for preliminary and final payroll cycles; review spreadsheets to identify programming problems; approve payrolls for final processing; download final payroll registers and balance each individual district for gross earnings, federal and state taxable earnings, and Medicare, OASDI, and SDI earnings; identify variances and report issues to facilitate necessary correction; document reconciliation process; and develop and maintain procedures to train other school district staff on processes.
3. Process daily check activity export to district's bank; initiate and processes payroll fund transfers with County Treasurer; respond to district requests for copies of payroll checks/paid checks; oversee the cancelled check process for all school districts; and verify that authorizations are received for each school district payroll produced by OCDE.

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4. Oversee and participate in direct deposit system processing for all school districts; export direct deposit files to bank and confirms receipt; process reversals, rejections, and returns of affected direct deposits; and issue manual warrants as necessary.

QUALIFICATIONS

Knowledge of:

1. Federal, state, and local laws, regulations, rules, and guidelines applicable to payroll preparation, pay reporting and wage attachments.
2. Methods, practices, documents, and terminology used in processing payroll transactions and in payroll recordkeeping.
3. OCDE's payroll systems and associated practices and procedures for processing payroll information and interpreting input and output data.
4. Operation of standard business software, including spreadsheet applications.
5. Standard office practices and procedures.
6. Principles and practices of sound business communication.
7. OCDE and school district human resources policies and labor contract provisions.

Ability and Skill to:

1. Gather relevant data, analyze problems, evaluate alternatives, and make appropriate recommendations.
2. Interpret, apply, and reach sound decisions in accordance with applicable rules, policies and department procedures.
3. Organize, set priorities, and exercise sound judgment within established guidelines.
4. Make complex calculations and tabulations and review payroll and related documents and information accurately and rapidly.
5. Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
6. Understand and carry out written and oral instructions.
7. Prepare clear and accurate payroll records and reports.
8. Prepare and maintain accurate and complete specialized records and files.
9. Communicate clearly and effectively, both orally and in writing.
10. Deal with sensitive and difficult situations.
11. Maintain confidential and sensitive information.
12. Establish and maintain effective working relationships with management, staff, the public, and others encountered in the course of work.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an associate's degree in bookkeeping, accounting, or a closely related field; and at least five (5) years of experience in performing timekeeping and payroll duties and functions; or an equivalent combination of training and experience. Experience in a public agency is especially desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is usually quiet.