



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

**Class Code: 3117
Date Adopted: September 2, 2015**

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

Principal Payroll Specialist

GENERAL PURPOSE

Under direction from higher level supervisory or management staff, incumbent performs highly complex technical duties and responsibilities involving the preparation, processing, auditing, maintenance, and monitoring of payroll; provides guidance to Senior Payroll Technicians; acts as payroll advisor to OCDE managers and other staff; conducts training in Payroll and Time & Attendance Systems; participates in Payroll and Time & Attendance System application planning; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Principal Payroll Technician will perform highly specialized payroll duties involving the payroll process including reporting and maintaining records; 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 serve as a lead and/or major resource to others within assigned projects. Incumbents work closely with staff of sites in the resolution of payroll problems and work closely with a variety of OCDE staff, federal and state agencies, attorneys, and collection agencies to carry out these responsibilities.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs the full range of complex technical duties related to the computation, preparation, payment of employee contracts/salaries/Cost of Living Adjustments (COLA) for current and terminated employees.
2. Interprets payroll policies, procedures, and provides information to assist management and employees; provides customer service and assists employees/sites with payroll resolution; evaluates and researches payroll discrepancies; makes recommendations on development and implementation of improved systems as related to areas of responsibility.
3. Prepares and reconciles quarterly employer tax returns; generates applicable federal, Social Security, and Medicare tax deposits as necessary; prepares and reconciles quarterly returns for federal and state agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. Balances and reconciles calendar year end earnings, quarterly reported earnings and W-2 totals to close out the year.
5. Acts as advisor to OCDE managers related to time and attendance and payroll issues; meets with management staff to discuss law and regulation changes and their implementation.
6. Sets-up, updates, audits, and maintains time and attendance systems for sick leave, non-work, inactive, and vacation accruals according to bargaining unit agreements; assists timekeepers with input and corrections; processes late absences and overtime requests submitted by timekeepers after required deadlines.
7. Interprets and applies policies, California Education Code, federal and state laws, Internal Revenue Service tax laws and the Fair Labor Standards Act to general and specific payroll transactions.
8. Coordinates with Risk Management to ensure correct workers' compensation payments; monitors to ensure proper leave compliance; maintains appropriate records and documentation.
9. Prepares and generates comprehensive reports in either standard or ad hoc reports.
10. Leads a variety of meetings, training sessions, and seminars as required.
11. Attends a variety of meetings, training sessions, and seminars as required

OTHER DUTIES

1. Researches, develops, and maintains complex spreadsheets and reports to reconcile school district payroll data for preliminary and final payroll cycles; reviews spreadsheets to identify programming problems; approves payrolls for final processing; downloads final payroll registers and balances each for gross earnings, federal and state taxable earnings and Medicare, OASDI and SDI earnings; identifies variances and reports issues to facilitate necessary correction; documents reconciliation process; develops and maintains procedures to train other district staff on processes.
2. Processes daily check activity; responds to requests for copies of payroll checks/paid checks; oversees the cancelled check process.
3. Oversees and participates in direct deposit system processing; processes reversals, rejects, deletes, and returns of affected direct deposits; issues manual warrants as necessary.
4. Oversees and troubleshoots the Employee Information System (EIS) for district employees; resets EIS passwords and related system issues.
5. Reviews and reconciles Time & Attendance balances and accruals for all district employees.
6. Coordinates the annual Site Calendars for Time & Attendance system maintenance and accruals.

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.

Knowledge of: (cont.)

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 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 years of progressively responsible 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 20 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with management, staff, the public, and others 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.