

PAYROLL/PERSONNEL TECHNICIAN

CL:CONF-2

DEFINITION:

The Payroll/Personnel Technician prepares and processes all classified and certificated payrolls for input into the district's computerized data base, including special, substitute, part-time, and overtime statistics; Computes deductions; Enrolls new employees; Maintains leave and fringe benefit records. This is a confidential position meaning any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DUTIES:

Organizes, prepares, and maintains all personnel, payroll and fringe benefit record information for classified and certificated personnel, including full time, part-time, and overtime; Determines salary placement of new employees according to policy; Records deductions, computes salary, and notifies county office of education; Checks, verifies and updates monthly payroll pre-lists and submits list to the county office of education; Receives basic payroll data from county data processing, checks, and establishes basic records; Receives, verifies, and records all payroll documents and prepares payroll for all personnel; Classifies salary expenses to proper budget accounts; Receives, checks, distributes payroll warrants; Mails statements and warrants for payroll deductions; Gives out information and maintains insurance records for all personnel and receipts insurance payments for retirees and persons currently eligible for insurance under the district's COBRA Plan; Processes workman's compensations records and claims; Keeps records of employee earnings, checks W-2 forms and earning reports received from the county office of education, and as necessary, adjusts for discrepancies; Verifies and prepares quarterly and annual payroll tax statements; Prepares proper forms such as change of status, tax and insurance deductions, leaves without pay, and overtime; Correlates and records information to county for data processing payroll; Receives and posts all attendance and leave information for all employees under an individualized reporting system; Maintains accurate files and records on all health, disability, credit unions, annuities, dues, federal and state taxes, and other deductions; Answers all types of payroll and insurance questions from employees; Maintains all substitute records and updates substitute teaching lists for use by school sites; Administers employee evaluation forms; Records and updates employee T.B. skin test records; Is responsible for the accuracy of W-2 forms and quarterly and annual earning reports; Establishes, maintains, and/or supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the board of education; Exercises tact, diplomacy, and good judgment in communicating with visitors and district personnel; Interprets operational and administrative policy, rules, regulations, and procedures for staff in relation to payroll; Verifies teaching and administrative experience and records certificated transcripts and credentials; Maintains seniority lists for all certificated and classified personnel; Maintains all files on applicants for positions in the district and may be asked to provide support services to the Interviewing Committees; Maintains

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records on all interviews conducted in the district; Operates computer equipment, basic on-line terminals, and variety of other office machines; Assists with confidential support services in varying degrees during employee/employer relations; Performs other duties reasonably related to the job class; Assumes responsibilities, both confidential and general, of other administrative office personnel in their absences.

MINIMUM QUALIFICATIONS:

KNOWLEDGE: Good knowledge of general payroll and bookkeeping procedures; Record keeping and filing; Calculator, computer, copy machine and similar office equipment; Education Codes relating to payroll leaves and other employee benefits; School district organization and procedures; Standard accounting procedures and terminology utilization of EDP printouts; Basic computer terminology and input procedures.

ABILITY: Make arithmetic calculations and check written and statistical records quickly and accurately; Ability to type accurately at an average speed; Follow written and oral instructions; Can explain and communicate effectively about problems and work performed; Take responsibility for work completed; Work tactfully, effectively, and courteously with people contacted in the course of work; Good command of the English language, both oral and written.

EXPERIENCE: The skills, knowledge, and abilities listed above would typically be acquired through attaining two years of experience in responsible office work with payroll, accounting or fiscal record keeping, involving accountability for some independent activities.

EDUCATION: High school diploma or equivalent.

NORMAL TERMS OF SERVICE:

Eight hours per work day, twelve months per year.

IMMEDIATE SUPERVISOR(S):

Bookkeeper
Administrative Assistant

REPORTING SUPERVISOR:

Administrative Assistant

REVIEWING OFFICER:

District Superintendent