

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Payroll Specialist**

**Purpose Statement**

The job of Payroll Specialist is done for the purpose/s of providing support to department activities with specific responsibility for processing all phases of payroll; responding to complex and unusual payroll problems and computational questions; preparing complex financial and statistical reports and statements; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to Assistant Superintendent or Director of Business Services.

---

**Essential Functions**

- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, 125 Plan deductions, etc.) for the purpose of providing summaries to other personnel, and/or ensuring compliance with established guidelines.
- Computes payroll distributions by budget classification for the purpose of assisting in computing payroll costs for budget purposes.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring the accurate payroll processing.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Inputs and reviews a variety of payroll related data (e.g. payroll set-up for all new employees, 403B and 457 changes and additions, changes to insurances, 125 Plan deductions, union dues, time sheets for extra duty hours, etc.) for the purpose of ensuring accuracy in processing monthly employee payroll.
- Interprets laws, rules and regulations governing District payroll for employees of the District for the purpose of informing other staff and/or outside parties regarding procedural requirements for the processing of transactions.
- Maintains a wide variety of payroll information (e.g. maternity and disability leaves, STRS reports, attendance records, PERS payback, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of payroll related documents and reports (e.g. invoices for overpayment, retirement plan transfers, payroll register, stop payments, W-2 controls, worker's compensation checks, sub-deduct notices, monthly PERS or STRS reports, employee quarterly vacation liability reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes and verifies a wide variety of payroll documents and materials (e.g. time sheets, withholding information, TSA payments, employee contributions, paychecks, requests for direct deposit, payroll reports, all payroll changes, etc...) for the purpose of disseminating information to appropriate parties and balancing payroll reports before transmittal of monthly payroll.
- Reconciles final pay for employees due to a variety of reasons (e.g. early termination, sick leave adjustments, pay out vacation earned in compliance with the bargaining unit contracts, etc.) for the

purpose of ensuring accurate payment information and complying with contract provisions and/or established policies.

- Reconciles payroll account balances (e.g. time sheets, direct deposits, wage attachments, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches and resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W4, salary status, time sheets, earned leave, STRS inquiries, PERS inquiries, etc.) for the purpose of ensuring accuracy of records and employee payments.
- Responds to a wide variety of inquiries (e.g. wage levies and garnishments, savings, contributions, direct deposits, requests from mortgage lenders, subpoenas, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Validates and distributes monthly paychecks and annual W-2s for the purpose of providing documents in a timely manner.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; and operating standard office equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; State Education Codes and other applicable laws; and recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency Equivalent to completion of the twelfth grade, including or supplemented by courses in bookkeeping. Additional qualifying experience may be substituted on a year for year basis for the desirable college courses.

Required Testing

Must pass district's qualifying exam

Pre-Employment Training Required

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background

Clearance

TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

48