



June 2025

FLSA: NON-EXEMPT

## **PAYROLL SPECIALIST**

### **DEFINITION**

Under general supervision, the Payroll Specialist performs a variety of complex payroll, benefits, and financial duties, including preparation and processing of payroll, benefits coordination, reporting, and compliance with applicable laws and policies. The Payroll Specialist supports the District's human resources and administrative functions and interacts with staff, outside agencies, and vendors in a professional and service-oriented manner.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager. May provide technical and functional direction and training to assigned staff as needed.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level, specialist classification within administrative services responsible for performing technical payroll and benefit-related duties with minimal supervision. The work requires application and interpretation of labor laws, MOUs, and District policies. Employees in this position must be fully trained in all procedures related to payroll administration, exercising a high degree of confidentiality, independent judgment, and initiative. Employees research, select, and apply the most appropriate methods to accomplish assigned tasks and resolve issues in accordance with established policies and procedures.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Operate the District's payroll cycle, including verifying time records and issuing paychecks and direct deposits.
- Prepare and maintain payroll records including salary changes, deductions, benefits, and special pay types.
- Verify and process personnel action forms and calculate overtime, retroactive pay, and separation payouts.

- Review timesheets and payroll documentation for accuracy and compliance with labor laws and policies.
- Process payments for employee benefits, taxes, CalPERS, and other deductions.
- Maintain and manage the payroll module within the District's financial software system.
- Coordinate with Administrative Services Manager on onboarding of new employees and annual open enrollment.
- Research and interpret payroll and benefit-related laws, rules, regulations, and MOUs.
- Translate new policies and labor agreements into functional codes in the payroll system.
- Identify, test, and implement changes resulting from system updates or regulatory changes.
- Respond to employee payroll and benefits inquiries and provide resolution and support.
- Ensure confidentiality of payroll and personnel information at all times.
- Recommend and implement process improvements to enhance accuracy and efficiency.
- Collaborate with Human Resources and Administrative Services staff to ensure consistent implementation of employment-related policies.
- Maintain documentation and prepare reports for audits, tax filings, and other compliance-related requirements.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of payroll and benefit administration, including regulatory compliance.
- Provisions of local, State, and Federal regulations including FLSA, IRS, and CalPERS rules.
- Payroll systems, timekeeping software, and financial reporting tools.
- Modern office practices, procedures, and equipment, including Microsoft Office and ADP or similar software.
- Practices and procedures related to data processing and systems operations.

### **Ability to:**

- Prepare, analyze, and audit complex payroll data and draw logical conclusions.
- Interpret and apply Federal, State, and local laws and District policies related to payroll and benefits.
- Exercise sound judgment, tact, and discretion in resolving sensitive employee issues.
- Maintain strict confidentiality and handle confidential information with integrity.
- Communicate clearly and concisely, both orally and in writing.
- Work independently and collaboratively in a team-oriented environment.
- Respond effectively to employee inquiries and resolve issues professionally.

## **EDUCATION AND EXPERIENCE**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- **Experience:** Two years of increasingly responsible payroll and benefits administration experience, preferably in a public agency setting.
- **Training:** Equivalent to an Associate's degree from an accredited college or university with coursework in accounting, business administration, or a related field.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must be able to lift and carry materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff or members of the public in interpreting and enforcing District policies and procedures.