



**JULY 2012**  
**FLSA: NON-EXEMPT**

## **PAYROLL TECHNICIAN**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general supervision, processes bi-weekly payroll for District employees according to established policies and procedures; prepares a variety of payroll and tax reports; provides assistance and responds to District employees regarding payroll processes; and performs a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Accounting supervisory or management staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

Under general supervision perform a variety of technical duties in support of the District's payroll and benefits systems. Incumbents are responsible for the overall preparation and distribution of payroll, maintenance of payroll records, and required reporting in accordance with Federal, State, and local laws, rules, and regulations. This class is distinguished from the Accountant which provide specialized or general analysis support in various accounting functions such as accounts payable, accounts receivable, payroll, and general ledger.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Enter timesheet information, adjustments, modifications, and special payout information into the financial information system for payroll processing; review all entries for accuracy of hours and deductions; make adjustments as required.
- Calculate retroactive payments; process deferred compensation files, retirement files, and transmit taxes; enter compensation and mileage payments into computer system.
- Request payment for all deductions from employee checks including retirement and other benefits, judgments and child support, garnishments and levies, union dues, deferred compensation, computer loan amounts, and taxes; provide appropriate back-up and obtain signatures prior to transferring to accounts payable for processing.
- Process and print paychecks and auto deposit slips; run and download positive pay and auto deposit files for the bank; run journal entries for accurate posting to general ledger.
- Provide assistance to employees and respond to questions regarding payroll processing; research and analyze discrepancies on time cards, checks, or accrual balances.
- Prepare a variety of quarterly and annual reports including wages and taxes reconciled, and

- reconciliation, processing, reporting, and distribution of W2 forms.
- Process W2 forms; attend classes for an update on new tax changes; roll over all accrual balances from old year to new year; ensure that information technology staff has appropriate information for processing W2 forms.
- Research and prepare subpoenas, child support orders, wage withholding orders, and employment verification forms.
- Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Public agency finance and account functions, payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- Computerized accounting and finance systems and computer software and systems related to finance and payroll processes; other computer applications related to work, including word processing and spreadsheet software.
- Record keeping, information processing requirements and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various State and Federal agencies and benefit providers.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the District's various Union Memoranda of Understanding and related contracts and documents.
- Principles and practices of auditing payroll documents.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Process payroll for District employees.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record-keeping functions, basic employee benefits processes, and Union Memoranda of Understanding.
- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research payroll and related accounting records and files.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent supplemented by specialized training in payroll, accounting, or a related field; AND
2. Three (3) years of increasingly responsible accounting or payroll processing experience.

**Licenses and Certifications:**

- Possession of a valid California class C driver's license.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**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, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 possess the ability to lift, carry, push, and pull 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 and/or public and private representatives in interpreting and enforcing departmental policies and procedures.