

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 OC San employees according to established policies and procedures; prepares a variety of payroll and tax reports; provides assistance and responds to OC San employees regarding payroll processes; performs a variety of technical tasks relative to assigned area of responsibility; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of payroll duties as assigned, working independently, and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant in that the latter performs professional accounting work in the administration and implementation of OC San's financial, auditing, and accounting programs.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

- Enters timesheet information, adjustments, modifications, and special payout information into the financial information system for payroll processing; reviews all entries of hours and deductions for accuracy; makes adjustments as required.
- Calculates retroactive payments, tuition reimbursements, and awards; processes deferred compensation and retirement files and transmits taxes; enters compensation and mileage payments.
- Requests payment for all deductions from employee checks including retirement and other benefits, judgments and child support, garnishments and levies, union dues, deferred compensation, computer loans, and taxes; provides appropriate back-up and obtains signatures prior to transferring to accounts payable for processing.
- Audits output payroll reports and generates a pre-payroll for review; processes and prints paychecks and auto deposit slips; runs and downloads positive pay and auto deposit files for the bank; runs journal entries for accurate posting to general ledger.
- Generates payroll reconciliation between vouchers, payroll register, and payroll journals for review and approval.

- Provides assistance to employees and responds to questions regarding payroll processing; researches and analyzes discrepancies on timecards, checks, or accrual balances.
- Prepares a variety of quarterly and annual reports including wages and taxes reconciled and reconciliation, processing, reporting, and distribution of W-2 forms.
- Processes specific payrolls including monthly Board of Directors, retiree benefit accounts, cash out of sick, vacation, and/or personal leave, voluntary elections, and compensatory time accruals; processes payments for terminated and/or retiring employees.
- Processes W-2 forms; rolls over all accrual balances from old year to new year; ensures that information technology staff has appropriate information for processing W-2 forms.
- Attends training to maintain knowledge of changing payroll and tax regulations and updates.
- Researches and prepares various correspondence and forms.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic public agency finance and accounting functions, payroll processes, and techniques.
- Employee benefit processes as they relate to payroll and financial transactions related to employee benefits.
- 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.
- Principles and practices of auditing payroll documents.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Process payroll for OC San employees accurately and in a timely manner.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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.
- Prepare correspondence, forms, 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.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 OC San.

1. High school diploma or G.E.D., supplemented by specialized training or coursework in bookkeeping, payroll, accounting, or a related field.
2. Two (2) years of accounting or payroll processing experience.

Licenses and/or Certifications:

None.

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

- Mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- 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.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San's pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.