

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Payroll Specialist	Range:	38
Date Revised:	February 28, 2019	Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing specialized, complex and technical duties related to the preparation of the District's payroll including compiling, auditing, and processing a variety of payroll documents in accordance with applicable federal, state and County requirements.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Receives, audits, records, and calculates employee time sheets and time cards; inputs, updates and maintains data on employee payroll records, sick leave, vacation, and workers' compensation; posts, revises and audits payroll records.
2.	Processes and records all new employee paperwork and necessary documents, updates and maintains accurate information in the County computer database for personnel/payroll-related data; liaisons with County and Human Resources in maintaining and updating the in-house payroll/human resources system.
3.	Prepares a variety of payroll documents such as employment verifications, time records and similar fiscal documents in accordance with District, Federal, State and County requirements; receives and audits various payroll documents for completeness, accuracy and appropriate authorizations.
4.	Prepares, inputs, audits payroll data; distributes payroll warrants and other financial documents; researches and analyzes discrepancies making appropriate corrections; calculates and processes retroactive and special pay adjustments; maintains established deadlines.
5.	Maintains deadlines in accordance with Orange County Department of Education's payroll processing policies and procedures; ensures coordination and reconciliation of payroll information with Campus personnel, Human Resources Specialists and Benefit Coordinators.
6.	Verifies and audits rate change and pay adjustment documents received from Human Resources; performs specialized, technical payroll calculations related to the complex elements of the District's payroll activities.
7.	Performs specialized technical payroll calculations involving gross pay, retirement, taxes, contract calculation, retroactive pay, fringe benefits and leave records.
8.	Interprets laws and regulations regarding employees' eligibility/enrollment in PERS, STRS, Social Security, Medicare or related retirement systems; processes and monitors the proper enrollment, membership reporting to various retirement systems.
9.	Posts, adjusts, audits and balances various deductions such as taxes, benefits, insurance, voluntary deductions and other clerical duties.
10.	Responds and assists staff with inquiries and provides information related to laws, rules, regulations, contracts, collective bargaining agreements, and other documents governing payroll; resolves payroll issues with employees.

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11.	Maintains a variety of confidential, financial and statistical records and files related to payroll; obtains, verifies and posts information as necessary; reviews, checks and verifies a variety of payroll-related records and documents; processes payroll direct-deposit requests from employees.
12.	Communicates and coordinates payroll activities and operations with other departments, staff, and governmental agencies as necessary; researches and prepares data in response to inquiries from staff and governmental agencies.
13.	Trains and provides work direction to others as directed.
14.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
15.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
17.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Payroll Specialist maintains frequent contact with various departments, staff and outside agencies related to payroll administration and employment issues.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED, supplemented by minimum three (3) years administrative experience in payroll, accounting, human resources, or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of on-line computerized payroll systems
Knowledge of principles and techniques involved in payroll preparation, monitoring and control
Knowledge of pertinent federal and state laws, codes, regulations, policies and procedures affecting payroll records and programs
Knowledge of District organization, operations, policies and objectives
Knowledge of labor and bargaining unit contracts
Knowledge of policies rules and regulations related to the State Teachers Retirement System and Public Employee Retirement System, or related retirement systems
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of bookkeeping principles and record-keeping techniques
Knowledge of modern office practices, procedures and equipment
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
Knowledge of various software applications
Ability to perform specialized, complex, and technical calculations quickly and accurately.
Ability to compile, analyze and verify numbers, data and financial and statistical information
Ability to read, interpret, explain and apply various federal, state and local guidelines or other information pertaining to District payroll
Ability to operate a variety of office equipment such as calculator, computer, copiers, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to meet schedules and time lines
Ability to work efficiently with many interruptions
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours).
Repetitive use of upper extremities including hand coordination activities.
