



Payroll Specialist

Class Code:
4996

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jan 7, 2009
Revision Date: Jun 5, 2016

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general supervision, to perform a variety of technical and clerical work in the area of payroll; to work as a lead in the payroll department; to provide back-up support to the Payroll Manager; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Prepares payroll and related documents; reviews for accuracy, completeness and compliance with payroll procedures; reviews and adjusts attendance and timesheet records; calculates or checks gross pay, overtime and other supplemental pay and pay adjustments.
2. Acts as lead worker; reviews work performed by others; assists in scheduling and assigning work; trains others within the unit; provides feedback to manager on staff performance; advises manager of operational problems or staffing needs; recommends changes in policies or procedures; acts as back up to the Payroll Manager.
3. Compiles routine and periodic statistical reports; assembles, sorts and tabulates data for inclusion in reports.
4. Provides assistance to employees and the public in person or by telephone on payroll and benefit related matters; researches to resolve payroll and benefit related problems and identifies solutions; refers complex problems to payroll manager; verifies employment.

5. Reviews and files documents; maintains payroll records.
6. Processes payroll related documents (i.e. new hires, terminations, leaves of absence, promotions, transfers, reclassifications, etc.).
7. Conducts payroll portion of new employee orientation (including providing instruction on timesheet process, leave accruals and processes appropriate forms.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Option I

Education:

Possession of a Bachelor's degree from an accredited college or university in accounting or business administration or a related field.

Or Option II

Experience:

The equivalent to three years of full-time clerical and administrative payroll experience.

KNOWLEDGE AND ABILITIES:

Knowledge of basic principles, practices and terminology related to payroll processing; laws and regulations affecting payroll practices, including FLSA requirements; methods of coding and classifying payroll documents; basic record keeping methods; research techniques; word processing, spreadsheet and payroll software applications; modern office practices and procedures including filing, operation of standard office equipment and personal computers; effective oral communication techniques; and basic principles of leadership.

Ability to understand and apply payroll record keeping practices; determine proper accounting codes and classifications for transactions; interpret and apply payroll policy and negotiated employee agreements; operate calculators, personal computers (including hardware and a variety of relevant software programs), and other office equipment; communicate effectively in person or by telephone with the public and staff; assist in scheduling, assigning and prioritizing the work of others; train, coach and review others' work for technical accuracy and compliance with administrative and legal requirements; make oral presentations to staff on payroll and benefit related matters; research and analyze problems and identify appropriate solutions; provide back-up support to manager as needed; read, understand and follow oral and written instructions;

establish and maintain effective working relationships with staff and others; work independently and as member of a team; work in an environment that includes frequent interruptions; and prioritize work and meet deadlines.

CLASSIFICATION HISTORY:

Date established: 1/07