

Job Description

Job Title: **Payroll Specialist, Lead**
 Job Family: **Human Resources/Payroll**
 Pay Program: **Classified**
 Prepared/Revised Date: **May 2013**

Job Code: **100202**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 26**
 Typical Work Year: **12 months**

SUMMARY: Responsible for supporting the Payroll Manager in the overall operation of the Payroll Department to include, but not limited to: coordination of workflow and activities of the Payroll Department personnel necessary in the preparation and distribution of monthly payrolls, participation in the computation, withholding and remittances of all payroll functions, and resolution of payroll issues and concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for assisting the Payroll Manager in the monthly payroll processing for district of 5,000 plus employees.	D	25%
2. Receive and respond to pay-related inquiries using discretion and effective oral and written communication with employees and outside agencies.	D	16%
3. Review reconciliation and requisition payments of all medical, dental, vision and life insurance.	M	3%
4. Perform final review of payroll data related to salary and coordinate with Human Resources on various corrections and changes for final calculation of payroll.	M	6%
5. Provide resource, support and training for district employees who submit payroll and have concerns and questions regarding pay practices addressed in master agreements.	D	10%
6. Verify and remit payments for tax sheltered annuities.	M	3%
7. Verify changes and corrections to employee tax withholdings and bank options, and work with the district's bank when employee's direct deposit is returned account closed or account number incorrect.	W	6%
8. Perform various payroll duties, including answering questions concerning labor and benefits, running queries in PeopleSoft and working with IT to create and maintain payroll reports.	W	8%
9. Complete, review and submit various forms including PERA Six-Month Salary forms, PERA Refund Request forms and District 12 Classified Service Credit Worksheets.	W	4%
10. Review current garnishments of pay for employee child support, bankruptcies, liens, etc.	M	2%
11. Assist in implementation of appropriate business process efficiencies identified by supervisor in relation to payroll processing.	M	7%
12. Perform other job-related duties as assigned, including but not limited to, providing leadership for the Payroll Office, cross training of payroll staff, and providing support to the Payroll Manger in the monthly processing of payroll.	Ongoing	10%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum 5 years of experience in payroll processing.
- Some college courses preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Basic accounting and math skills.
- Ability to maintain confidentiality in all aspects of the job.

- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, ten-key adding machine, etc.
- Operating knowledge of and experience with Microsoft Office Suite.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Payroll Manager	080527

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

- Responsible for assisting in the training of payroll staff.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute			X	
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	