

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Lead Payroll Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9633	WORK YEAR:	12 Months
DEPARTMENT:	Payroll Services	SALARY:	Range 51 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-06-97
		HR REVISION:	06-21-12

BASIC FUNCTION:

Perform advanced payroll and financial analysis; directly support the activities of the payroll unit; assist the supervisor in accomplishing the day-to-day activities of the unit; and train and provide work direction to others.

DISTINGUISHING CHARACTERISTICS:

The Lead Payroll Technician's knowledge and capabilities encompass payroll and personnel, as well as an understanding of the systems on which these functions run. Incumbents in this classification are routinely responsible for many of the activities required to manage the district's varied payroll processes. By contrast, Fiscal Services Technicians I have a more limited scope of knowledge and skill levels, and consequently have lower levels of responsibility, independence of action, and consequence of error.

The Lead Payroll Technician may perform in a team or project leader capacity on a special project assigned by the supervisor. In this mode, the Lead Payroll Technician will act as a technical resource, and provide guidance to Fiscal Services Technicians I. The Lead Payroll Technician acts as a secondary technical resource to Fiscal Services Technicians I in support of the supervisor.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform detailed and accurate computer functions using the district's payroll/personnel system; operate and understand system functions related to assigned duties, as well as other software applications. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; learn and utilize computer database programs and other programs to produce reports and analyze data; operate standard office equipment. **E**

Assist in the distribution, coordination, and completion of payroll assignments; prepare payroll reports, and maintain payroll data necessary for the preparation of payrolls under stringent time limits; assist in payroll system testing, maintenance, and development of recommendations. **E**

Prepare and maintain payroll and retirement records; participate in the processing of all district payrolls and retirement reporting; and maintain an overall understanding of methods and procedures for each individual payroll. **E**

Balance and resolve the more complex discrepancies in payrolls; reconcile and analyze payroll information. **E**

Perform financial, payroll calculations, and electronic file transmissions; and have a general knowledge of departmental procedures and processes. **E**

Advise district staff on payroll procedures and processes; monitor documents received from other departments; correctly interpret personnel information. **E**

Compute federal and state taxes, retirement, and social security and Medicare deductions from tables. **E**

Audit time sheets received from all district locations, make necessary information readily available, and correct when necessary. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Assist Fiscal Services Technicians in the completion of more complex tasks; perform a variety of difficult mathematical work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in business or accounting, and four years of increasingly responsible experience in financial record-keeping and payroll preparation in a medium to large organization, preferably a California School District or County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score
Payroll.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of financial record keeping.
 Payroll principles and procedures, preferably including California school districts.
 Principles of training, and providing work direction.
 Requirements contained in the district's collective bargaining agreements.
 Rules, regulations, laws, and policies governing payroll.
 Current business office procedures and equipment including 10-key operation.
 Operation of a computer, related software, and standard office equipment.
 Computer-based applications for word processing and spreadsheet analysis.
 Interpersonal skills using tact, patience, and courtesy.
 Report writing methods and techniques.
 Oral and written communication skills.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Independently analyze and learn complex state and district laws, regulations, rules, and policies.

- Organize the work of others.
- Analyze and interpret fiscal records and documents, and prepare accurate and complete financial and payroll summaries and reports without supervision.
- Perform computational tasks with speed and accuracy.
- Operate a computer, related software, and standard office equipment.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift light objects according to safety regulations.
- Meet schedules and time lines.
- Understand and carry out difficult oral and written instructions.
- Establish and maintain effective working relationships with school officials, administrators, and employees.
- Communicate effectively, both orally and in writing.
- Complete work with many interruptions.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects; physical, mental, and emotional stamina to work under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date