



SUMMARY

Under general supervision, performs paraprofessional, technical, and administrative payroll support; maintains centralized payroll operations; prepares, maintains, and distributes a variety of payroll records and reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. Leads and directs lower-level staff and volunteers.

DISTINGUISHING CHARACTERISTICS

This journey-level classification is responsible for paraprofessional, technical, and administrative payroll support. Performance requires ability to work independently with initiative and discretion within established guidelines. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Human Resources Manager in that the latter is responsible for strategic planning and management of all human resources services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of paraprofessional, technical, and administrative payroll support duties.
2. Processes biweekly payroll with accuracy and complies with laws, rules, regulations, policies, and procedures.
3. Prepares reports and records.
4. Processes, calculates, and maintains records of a variety of payroll actions; maintains employee records for voluntary and non-voluntary deductions; prepares payroll checks and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.
5. Assists in developing, implementing, and maintaining computer systems and applications, tracking systems, databases, and spreadsheets.
6. Establishes and maintains files.
7. Reviews a variety of documents for accuracy and completeness.
8. Assists with developing and implementing policies, procedures, forms, and training.
9. Receives and responds to questions and concerns from customers; identifies issues and resolves problems or refers to supervisor as appropriate.
10. Researches, evaluates, and compiles information and data and prepares detailed summaries, reports, presentations, and general and technical correspondence.
11. Works collaboratively with internal and external customers.
12. Assists with District special events as needed.
13. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Associate's degree or equivalent in accounting, business or public administration, or a related field is required;
- AND**
- Two years of relevant experience.
- OR**
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of payroll administration, processes, and techniques.
- Relevant laws, rules, regulations, policies, and procedures.
- Human Resources, Payroll, and Accounting information systems and applications.



Livermore Area
Recreation and Park District
An independent special district

PAYROLL TECHNICIAN

- Principles and practices of auditing.
- Principles and practices of administrative procedures and recordkeeping.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service.
- Modern office practices, methods, and computer equipment and applications related to the work.

Ability to:

- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate records and confidential reports.
- Review documents for completeness and accuracy.
- Perform detailed payroll functions accurately and in a timely manner.
- Make accurate mathematic, financial, and statistical computations.
- Maintain confidentiality.
- Speak effectively in public.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) is desirable.

PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. 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 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: PT876

FLSA Status: Non-Exempt

Supersedes: Payroll Technician dated 2/12/14