



# El Camino College

## Payroll Specialist



### ABOUT THE ROLE

Under the direction of an assigned supervisor, the Payroll Specialist performs a wide range of advanced payroll and financial related services to support the district's faculty, classified, confidential, administrative, temporary, and student employee groups. This role is responsible for the analysis, preparation, maintenance, and verification of all payroll records, transactions, and reporting. Employees in this role work with limited supervision, operate within established policies and regulations, and serve as a technical lead within payroll operations.

Receives general supervision from an assigned administrator or designee. May provide functional guidance to other staff and student workers or temporary employees as needed. There are no direct reports under this position.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

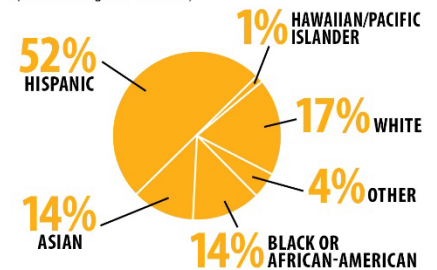
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



# PAYROLL SPECIALIST

**Division:** Fiscal Services  
**Posting Closing Date:** 06/04/26  
**Req:** C2526-044E  
**Location:** El Camino College  
**Position Type:** Classified

## REPRESENTATIVE DUTIES

Process full-cycle payroll for assigned payroll groups, ensuring accurate and timely payment in accordance with federal, state, and local laws, district policies, Education Code, Labor Code, and collective bargaining agreements.

Enter, validate, and reconcile payroll data, including timekeeping, wage adjustments, premiums, overtime, retroactive compensation, and special payments as applicable.

Maintain up-to-date payroll calendars; ensure adherence to district payroll timelines.

Function as the lead in payroll by coordinating workflow, training staff, and supporting others as needed in timely completion of payroll cycles.

Assist with troubleshoot issues of payroll team members and escalate to management as appropriate.

Recommend process improvements and assist in the implementation of established payroll procedures.

Participate in task forces, meetings, and provide input on process improvements and technology implementations.

Ensure compliance with IRS, EDD, CalSTRS, CalPERS, Education Code, Labor Code, and all payroll-related regulatory requirements.

Prepare and reconcile payroll tax deposits for various pay cycles.

Prepare and reconcile various monthly, quarterly, and annual payroll reports, retirement reports, and year-end wage reporting.

Participate in internal and external audits and provide required documentation.

Collaborate with IT, HR, and Accounting to implement payroll system updates, processes, reporting, and regulatory requirements.

Serve as a technical resource to district staff on payroll processes, benefit deductions, pay timelines, and contract-specific pay provisions.

Provide clear communication regarding payroll policies and pay impacts, respond promptly to employee inquiries, and resolve discrepancies.

Performs other related duties as assigned or requested.

## JOB QUALIFICATIONS

### Education and Experience:

Bachelor's degree and four (4) years directly related payroll experience; OR

Two (2) years college level course and six (6) years directly related payroll experience; OR  
Ten (10) years of directly related payroll experience required.

### **OTHER DESIRED QUALIFICATIONS**

#### Knowledge/Areas of Expertise:

- Expertise working in a payroll office administrative role or environment.
- Expertise working knowledge of payroll and labor law rules, regulations, principles, practices, and procedures.
- Knowledge of CalSTRS, CalPERS, public-sector payroll cycles, and multi-bargaining-unit environments.
- Knowledge of District organization, operations, policies, and objectives.
- Knowledge of methods, practices, documents, and terminology used in payroll recordkeeping.
- Knowledge of applicable laws, regulations, and union agreements applicable to timekeeping, payroll preparation and pay reporting.
- Knowledge of advanced accounting and internal control policies and procedures.
- Knowledge of record keeping and filing practices and procedures.
- Knowledge of various computer software applications, district enterprise financial and payroll systems.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

#### Abilities/Skills:

- Skilled at advanced payroll techniques, methods, and procedures.
- Skilled at reading, interpreting, applying, and explaining rules, regulations, policies, and procedure
- Skilled at establishing and maintaining accurate filing systems and records.
- Skilled at organizing day-to-day operations for the payroll team and setting priorities.
- Skilled at exercising tact and diplomacy at all times.
- Skilled at using computers to input, edit, and extract data and information.
- Ability to prepare and maintain complex office operations and reports related to payroll activities.
- Ability to follow departmental procedures, District policies, and other regulatory requirements.
- Ability to learn and apply emerging technologies and advances to perform duties in an efficient, organized, and timely manner.
- Ability to communicate sensitive information with discretion, tact, and accuracy.
- Ability to work independently under general direction.
- Ability to produce clear and accurate reports and correspondence.
- Ability to maintain confidentiality of District files and records.
- Ability to provide technical guidance to and onboarding support to temporary employees and students as needed.
- Ability to analyze work accurately and adopt an effective course of action.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to maintain professional and effective communication when interacting with staff, vendors, and customers in regard to payroll issues, policies, procedures, state, and federal laws.
- Ability to meet schedules and deadlines, and to complete work efficiently with many interruptions.

### **WORKING CONDITIONS**

- Typical office setting.
- Dexterity of hands and fingers to operate a keyboard.
- Exchange information in person and on the phone.
- Sit for extended periods of time.

- Lift and carry up to 25 lbs.
- Move from one work area to another as needed.
- High volume telephone and email usage.
- Extensive computer work.

**CLOSING DATE: THURSDAY, JUNE 4, 2026 AT 3:00 P.M.**

**SALARY: Starting salary is \$6,157 per month.** Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,915 monthly).

*Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).*

### **CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person, Monday through Friday 7:45 a.m. until 4:30 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

### **BENEFIT HIGHLIGHTS**

#### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

#### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

#### **Retirement**

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

#### **Summer Work Hours**

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

**El Camino College**  
**HR Service Partner**  
Pamela Jones  
310-660-3593, Ext. 3478  
[pjones@elcamino.edu](mailto:pjones@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

### **JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#), and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*