



## PAYROLL SPECIALIST

<b>Classification:</b>	Classified
<b>Salary Range:</b>	35
<b>Retirement Type:</b>	PERS*
<b>Board Approved/Revised:</b>	May 20, 2026

### BASIC FUNCTION:

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.

### SUPERVISION:

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.

### 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.

## **OTHER QUALIFICATIONS:**

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### 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 procedures.
- 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 regards to payroll issues, policies, procedures, state and federal laws.
- Ability to meet schedules and deadlines, and to complete work efficiently with many interruptions.

## **EDUCATION AND EXPERIENCE:**

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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.

## **WORKING CONDITIONS/PHYSICAL DEMANDS:**

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- 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.

*\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*