

**ALISAL UNION SCHOOL DISTRICT  
PERSONNEL DIVISION  
JOB DESCRIPTION**

**PAYROLL TECHNICIAN II**

PRIMARY FUNCTION: Under general supervision, to perform responsible clerical work in the preparation of payroll, preparation of collective bargaining materials, health and welfare benefits, payroll related worker's compensation issues and maintenance of records and to do related work as required.

DIRECTLY RESPONSIBLE TO: Director II – Fiscal Services or his her designee

RESPONSIBILITIES:

Gathers, balances and posts payroll and benefit data; adds, drops and maintains health and welfare benefits for all employees; maintains sick leave and vacation records; processes employment verifications as requested; maintains employers' payroll files; audits and adjusts time reports and data processing payroll listing sheets; answers questions and gives information relative to the records maintained; computes supplemental W2's for employees with excess life insurance which includes doing spread sheet and data input; works with district personnel to maintain an accurate and timely payroll data; audits and adjusts source documents, time reports, and related material; interprets district policy and contracts to determine employees' payroll and related benefits; collects, analyzes and summarizes data during the collective bargaining process, as requested by the Management Bargaining Team, such as salary percentage increases, longevity cost analysis, additional holidays, vacation, and sick leave cost analysis, for all bargaining units; assists in interpreting the union proposed contract and provides information for the purpose of applying the union proposed contract for all bargaining units; provides suggestions for district proposed labor contracts, such as unclear patterns in the past that have caused confusion in contract implementation; maintains confidentiality of information related to the employer's data and activity; provides confidential employee information for Workers' Compensation Claims submitted; maintains updated Seniority List for all bargaining units; maintains confidential files; compiles data and prepares reports relating to collective bargaining units; makes recommendations for improving procedures for Supervisor; prepares, district, State or Federal required financial, statistical or budgetary reports as assigned; assists in year-end closing and implements auditing procedures; establishes payroll record for data entry; reviews and verifies notices of employment; determines salary rate for continuing employees; determines and codifies employee deductions; computes severance pay; enters data changes into computer system; determines amount of accrued sick leave and vacation for all employees and notifies employees annually; maintains a payroll file on classified employees; checks, computes and enters all changes monthly in regular payroll; checks and computes earnings and deductions on all hourly employees and enters related data into computer system; verifies employees on quarterly unemployment insurance report; performs related work as required

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods and practices of payroll record keeping; Principles of payroll, including tax withholding, voluntary deductions and fringe benefits; basic data entry pertaining to payroll accounting; Operating computers and modern office equipment; Computer software applications: Word processing and spreadsheets; and English usage, spelling, grammar, and punctuation.

Ability to:

Prepare and maintain accurate and complete records and reports; Establish and maintain cooperative relationships with staff and public; use initiative and judgment in discussing problems with public; Perform complex calculations with speed and accuracy; and Understand and carryout oral and written instructions with minimal supervision.

EXPERIENCE:

Two (2) years of responsible experience in payroll record management and reporting, preferably including experience in school district or governmental accounting office.

EDUCATION:

A minimum of AA Degree and at least four years of work experience in accounting, supplemented by training or coursework in basic accounting, bookkeeping, business administration or closely related fields.

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**MINIMUM QUALIFICATIONS:** (continued)

**DESIRABLE QUALIFICATIONS:**

Experience working in a school district.

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

Good physical condition. Must pass pre-employment District physical examination which includes drug screening.

		Number of Hours									Number of Hours						
		0	0-1	1-2	3-4	4-5	5-6	7+			0	0-1	1-2	3-4	4-5	5-6	7+
1. Sitting								X	14. Repetitive Use Of								
2. Standing			X						Foot Control								
3. Walking			X						a. Right Only		X						
4. Bending Over			X						b. Left Only		X						
5. Crawling			X						c. Both		X						
6. Climbing			X						15. Repetitive Use Of Hand								
7. Reaching Overhead			X						a. Right Only							X	
8. Crouching			X						b. Left Only							X	
9. Kneeling			X						c. Both							X	
10. Balancing			X						16. Grasping								
11. Pushing or Pulling				X					a. Simple/Light								
12. Lifting or Carrying									(1) Right Only			X					
a. 10 lbs. or less				X					(2) Left Only			X					
b. 11 to 25 lbs.				X					(3) Both			X					
c. 26 to 50 lbs.	X								b. Firm/Strong								
d. 51 to 75 lbs.	X								(1) Right Only			X					
e. 76 to 100 lbs.	X								(2) Left Only			X					
f. over 100 lbs.	X								(3) Both			X					
13. Squatting			X						17. Fine Dexterity								
									a. Right Only			X					
									b. Left Only			X					
									c. Both			X					
18. Driving cars and other equipment																	
19. Walking on uneven ground																	
20. Exposure to dust, gas, or fumes																	
21. Exposure to marked changes in temperature or humidity																	

  

	Yes	No	Description
18. Driving cars and other equipment	X		Car
19. Walking on uneven ground	X		Stairs, Ramps, Grounds
20. Exposure to dust, gas, or fumes	X		
21. Exposure to marked changes in temperature or humidity	X		

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CONFIDENTIAL.

The work year for this position is 260 days.

Adopted: June 2006  
Revised: August 2013