

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

Reviews and audits employee authorizations generated by Human Resources Specialists; adjusts, corrects, and verifies salary placement of employees and various payroll codes

Researches, analyzes and processes journal vouchers to correct expenditure errors or to comply with requests from managers; verifies salaries and benefits are charged to the proper accounts

Prepares and processes manual warrants based on interpretation of laws and collective bargaining unit agreements; ensures the accuracy of various payroll codes

Confers, assists, and serves as a resource to other departments, districts or outside agencies regarding payroll and payroll related items (retirement, SDI, W-2's, unemployment, workers' compensation); provides payroll related information to programs for grant purposes

Assists in testing and implementing payroll system improvements

Provides in-service training for clerical/secretarial employees on the accurate reporting of attendance for both the Monthly Attendance reports and the Hourly/Daily Attendance reports as required

Balances all payrolls and distributes payroll warrants to employees

Calculates and maintains classified seniority lists from payroll source documents for publication of seniority lists and possible layoffs

Performs all other related duties as assigned.

### EMPLOYMENT STANDARDS

#### Knowledge of:

School district payroll and retirement methods, practices, and procedures

Appropriate laws, codes, regulations, requirements, and standards

Modern office methods, practices, and procedures

Proper use and operation of standard office equipment and machines such as calculator, adding machine, printer, desktop computer fax machine, and/or microfilm reader

Software programs such as Excel, Laserfiche, Outlook, and Microsoft Word.

#### Ability to:

Understand and carry out both oral and written directions without continuous supervision

Use courtesy and tact in a variety of stressful situations including public contacts, both on the telephone and in person and communicate effectively in written form

Accurately interpret and apply pertinent laws, codes, rules, and regulations

Reconcile differences within established payroll, retirement, and accounting system using highly developed analytical skills

Establish, prepare, and maintain complex payroll records, summaries, and reports

Troubleshoot and quickly identify problem areas or situations, evaluate problem causes and take appropriate action to resolve problems identified, and develop procedures as needed

Plan, organize, and perform assigned work tasks to meet designated time requirements

Multitask in a fast paced environment

Establish and maintain effective work relationships with those contacted in the performance of required duties.

PHYSICAL DEMANDS: Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods of time and walking short distances; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; and lifting light objects.

Personnel Commission Approval:

Revised 1/09/97; 03/23/00; 06/21/01; 06/11/09