

SANTA CLARA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: PAYROLL SERVICES SPECIALIST - LEAD**

**BASIC FUNCTION:**

Under the direction Manager – Payroll Services, performs a variety of highly difficult, responsible, complex, technical, and non

**CHARACTERISTICS:**

Designed to prepare incumbents for promotional opportunities into higher levels of the incumbent is expected to consistently work independently with limited direction in assigned tasks in a fast-paced environment, which are subject to change into complex depending on unknown and quickly developing variables. The incumbent must be able to troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, problems and situations with wide ranging impact and adverse financial consequences. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations and to assist in guiding, training, and organizing the work of payroll employees and

**KEY DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**REQUIREMENTS:**

Responsible for organizing, overseeing, and assigning the work of payroll employees; assists in training, and guiding the work of assigned employees; assists in resolving routine and complex payroll problems, which may arise suddenly, be of an urgent nature, and require extensive and



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Appropriate laws, codes, regulations, requirements, and standards relevant to public educational agency payroll.

Principles of payroll administration including development and maintenance of sound internal controls and auditing procedures.

Advanced mathematical calculations and financial and statistical analysis.

Proper methods, practices, and procedures used in public educational agency payroll.

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. TDC 0.00(a)12.6(0)2.2 (al ag 2Wi)-

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, while sitting at a desk.

Contact with or constant interruptions by management and employees.

**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.

Lifting light objects.

Approved by Personnel Commission: April 12, 2017



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Kristin Olson  
Director-Classified Personnel Services

Date: 04/12/2017