

ADMINISTRATIVE ASSISTANT – PAYROLL
CONFIDENTIAL
Schedule 3 Range L

DEFINITION

Under the supervision of the Chief Business Official the Administrative Assistant – Payroll participates in the daily operation of the Human Resources Department and is responsible for the effective administration of the District's payroll and health and welfare benefits programs. Uses independent judgment due to scope of duties that represent responsible sensitive and complex assignments.

EXAMPLES OF DUTIES

The Administrative Assistant – Payroll: provides customer service to employees and members of the public via counter, phone, and email; prepares salary computations and adjustments; balance and maintain position control for payroll process; prepares MID A, MID B, and End-of-Month (EOM) payrolls; processes income withholding orders and income verifications; prepares W2s and 1095C forms; prepares the Annual Notice of Salary Information for all staff; administers the District's health and welfare benefits program and facilitates updates or changes of voluntary deduction benefit amounts; prepares quarterly billing statements for retiree insurance plans and reconciles the district health insurance premium account on a monthly basis; maintains absence tracking records of employee sick leave, comp time, and vacation time; manages of the absence tracking system and electronic timesheet system; prepares a variety of reports related to payroll, i.e., Transparent California; responds to surveys; attends meetings and trainings; establishes and maintains good working relationships with benefit vendors, county personnel, and other persons and entities when representing the district; other duties related to payroll as assigned; assists with on boarding of employees and substitute employees; assists with Workers Compensation claims; manages the extended leave process and notifications; responds to unemployment claims; analyzes, reviews, interprets and provides information regarding routine legal mandates, policies, regulations, and guidelines to school district; provides information to State and Federal agencies; processes income and employment verifications; answers payroll related questions from employees; Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Principles, procedures, methods, techniques, and operations of a school district office
2. Computers and other office technology and equipment, including automated data management, storage and retrieval systems; computers and other office technology and management systems
3. Microsoft Word and Excel; QSS; other online databases and programs related to employment
4. Proper English usage, spelling, punctuation, grammar, and manuscript and report formatting; communication techniques, strategies and procedures
5. District, State, and Federal laws and regulations pertaining to labor, educational institutions, Worker's Compensation, leaves, and other related human resource categories

Experience

1. Two (2) years of broad and increasingly responsible clerical, secretarial, accounting, and audit experience.
2. Fluency in Word, Excel, and other necessary computer software programs

Education

1. Associate of Arts degree with at least six semester units in payroll, accounting, or human resources. BA degree preferred.

Ability to:

1. Maintain the security of sensitive, confidential and privileged information
2. Learn, interpret, and apply school district policies, laws, rules, and regulations.
3. Take responsibility and use good judgment in recognizing scope of authority
4. Understand and carry out complex oral and written directions
5. Operate standard office equipment such as calculator, copier, typewriter and computer
6. Compose correspondence independently
7. Proficiency in typing correspondence, reports and technical data
8. Keep accurate books for all accounting needs of a district office
9. Perform accounting clerical work of greater than average difficulty
10. Make mathematical calculations with speed and accuracy
11. Ability to work effectively with staff and the general public, and to respond appropriately in situations requiring specialized knowledge, tact, and good judgment
12. Establish and maintain effective and cooperative relationships with those contacted in the course of work

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

- | | |
|---------------------------|----------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51% - 75% |
| 2. Occasional = 25% - 50% | 4. Very Frequent = 76% and above |

- 4 a. Ability to sit for extended periods of time
- 2 b. Ability to sit for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop

—

1 g. Ability to lift 50 lbs.

1 h. Ability to carry 50 lbs.

2 i. Ability to reach in all directions

Adopted: October 10, 2017

Revised: October 9, 2018

Revised: October 11, 2022