

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
PENDING APPROVAL NOVEMBER 2022  
RANGE: 50.0  
CLASSIFIED  
CODE: 1**

### **SENIOR PAYROLL SPECIALIST**

#### **DEFINITION**

Under direction from supervisory or management staff, performs highly complex technical duties and responsibilities involving the preparation, processing, auditing, and maintenance of payrolls; and performs related duties as assigned.

Senior Payroll Specialist will perform highly specialized payroll duties involving the payroll reporting and records of school employees, ensuring that all preparation, administration, auditing and maintenance functions are carried out in an accurate, timely manner in accordance with all applicable legal requirements. Incumbents are expected to perform job assignments without close supervision using knowledge of multiple automated systems and databases. Incumbents work closely with staff in the resolution of payroll problems.

#### **EXAMPLES OF DUTIES**

Perform the full range of complex technical duties related to the computation, preparation, payment of employee contracts/salaries/Cost of Living Adjustments (COLA) for current and terminated employees;

interpret payroll /office policies, procedures, and provide information to assist management and employees; provide customer service and assist employees/management with payroll resolution; evaluate, and research payroll discrepancies; make recommendations on development and implementation of improved systems as related to areas of responsibility;

prepare and reconcile quarterly employer tax returns; generate applicable federal, Social Security, and Medicare tax deposits as necessary; prepare and reconcile quarterly returns for federal and state agencies;

audit attendance systems for sick leave, non-work, inactive, and vacation accruals according to bargaining unit agreements; assist leave specialist with input and corrections as needed; process late absences submitted by leave specialist after required deadlines;

assist in oversight of 403b and 457 retirement plan administration;

interpret and apply policies, California Education Code, federal and state laws, Internal Revenue Service tax laws, and the Fair Labor Standards Act to general and specific payroll transactions;

act as a liaison between employees, support recipients, state and federal agencies, attorneys and collection agencies in the processing of all wage garnishments and attachments; perform complex mathematical calculations based on the type of orders, priorities in the case of multiple orders, arrearages and changing requirements for compliance; research laws and legal procedures as required; work with payroll staff and affected employees; maintain confidentiality when explaining requirements and limitations to employees; work closely with Payroll Manager to ensure compliance with laws and legal requirements;

coordinate with Risk Management to ensure correct workers' compensation payments; monitor to ensure proper leave compliance; maintain appropriate records and documentation;

prepare and generate comprehensive reports in either standard or ad hoc reports;

attend a variety of meetings, training sessions and seminars as required;

research, develop, and maintain complex spreadsheets and reports to reconcile payroll data for preliminary and final payroll cycles; review spreadsheets to identify programming problems; approve payrolls for final processing; download final payroll registers and balances for gross earnings, federal and state taxable earnings and Medicare, OASDI and SDI earnings; identify variances and report issues to facilitate necessary correction; document reconciliation process; develop and maintain procedures to train other staff on processes;

act as the back-up to the Payroll Manager as needed.

## **QUALIFICATIONS**

### Knowledge of:

Federal, state and local laws, regulations, rules, and guidelines applicable to payroll preparation, pay reporting and wage attachments;

methods, practices, documents, and terminology used in processing payroll transactions and in payroll recordkeeping;

KCSOS payroll systems and associated practices and procedures for processing payroll information and interpreting input and output data;

operation of standard business software, including spreadsheet applications;

principles and practices of sound business communication;

KCSOS human resources policies and labor contract provisions.

### Ability to:

Gather relevant data, analyze problems, evaluate alternatives, and make appropriate recommendations;

interpret, apply, and reach sound decisions in accordance with applicable rules, policies and department procedures;

organize, set priorities, and exercise sound judgment within established guidelines;

make complex calculations and tabulations and review payroll and related documents and information accurately and rapidly;

operate a computer using spreadsheet and other standard business software; operate other standard office equipment;

understand and carry out written and oral instructions;

prepare clear and accurate payroll records and reports;

prepare and maintain accurate and complete specialized records and files;

communicate clearly and effectively, both orally and in writing;

deal with sensitive and difficult situations;

maintain confidential and sensitive information;

establish and maintain effective working relationships with management, staff, the public, and others encountered in the course of work.

Experience:

A minimum of five years of progressively responsible experience performing payroll duties and functions.

Experience in a school/public agency is highly desirable.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in elementary accounting, business office organization and planning, or closely related fields.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is confidential and has a probationary period of six months or 130 days, whichever is longer.

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