

PAYROLL/DATA TECHNICIAN

Definition:

Under general supervision, performs a variety of technical tasks involved in the preparation and maintenance of payroll and benefits and performs related human resource and information systems duties.

Distinguishing Characteristics:

This is an advanced technical level class requiring exercise of independent judgment, tact, and a positive and courteous approach with other staff, managers, and the members of the Board of Directors. This class is in the Confidential bargaining unit. The incumbent must exhibit careful and firm discretion in areas of confidential information. The duties are technical and exacting and require close attention to detail and the application of complex laws, rules and MOU requirements and provisions. This class differs from the Accounting series as a result of the requirement to provide assistance and back up in both pay and benefits administration and in the data systems operation. Employee works in an office environment. The job requires prolonged sitting, computer work, stooping, bending and occasional lifting and carrying of 25 to 35 pounds and the ability to concentrate for extended periods. Finger dexterity and the ability to focus vision both close and far, are required.

Examples of Duties:

- establishing and maintaining confidential payroll and benefit files;
- process bi-weekly payroll making all necessary calculations and ensure all deductions, accruals and garnishments are included and all necessary or required Federal, State and local reporting is completed;
- respond to requests for payroll or human resource information;
- assist and interact with employees and the Board of Directors on benefits, retirement and payroll issues;
- prepare forms, reports, letters, memos and statistical data from rough notes or verbal instructions;
- dispense information personally or over the phone or by letter;
- review payroll documents for accuracy and completeness;
- apply the provisions and requirements of various MOU's;
- may assist or function as a back up operator in the operation of Agency computer system including queries, running standard reports, performing data saves and day-to-day operation procedures.

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Qualifications:

Knowledge of:

- principles, procedures, practices, and terminology used in payroll and general accounting;
- payroll federal and state tax laws, SDI, computation, 125-cafeteria plan, and deferred comp benefits and the ability to calculate payroll taxes on these benefits;
- standard Agency computer programs;
- operation of computers and calculating machines;
- HTE and IBM queries and data system operations;
- provisions and requirements of various Agency rules, MOU's and procedures regarding payroll and benefit administration.

Ability to:

- provide assistance to management and employees on payroll, benefits, and retirement issues;
- apply accounting principles to the maintenance of payroll and benefit-labor costs;
- carry out directions independent of close supervision, analyze data and situations accurately and adopt or recommend an effective course of action, detect payroll/benefit errors and how they affect the general ledger;
- operate PC using spreadsheet and word processing software;
- train and assist department staff in payroll procedures;
- answer inquiries from other departments and auditors;
- make accurate arithmetic calculations;
- understand and carry out verbal and written instruction;
- establish and maintain cooperative work relationships;
- spell correctly and use proper grammar;
- learn the operation of the AS400 computer and applicable software including the query process and data save process.

Education/Experience:

Sufficient education, training, and experience to demonstrate the knowledge, skills, and abilities listed above. This would normally be acquired by completion of two years of college level coursework in accounting, five years of payroll and benefit administration experience, at least three of which must be with a computerized accounting system and two of which were with a water utility or public agency.


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License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.

Assistant General Manager

Dated: _____

	Bargaining Unit		
	FLSA Exempt		
	Workers Comp Code		
	Class Code		
	Job Specification	Date	Range
	Established:		
	Revised:		