

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
PAYROLL RETIREMENT SPECIALIST II**

REPORTS TO: Payroll Manager
SUPERVISES: No supervisory responsibilities

DEFINITION: Under the general direction of the Payroll Manager, performs a variety of specialized and complex payroll duties in the review, auditing and processing of payroll records, benefits, and retirement contributions for County Office and school district employees. Serve as a technical resource concerning assigned payroll functions and related retirement and benefits accounts and information. Prepare, maintain and audit a variety of financial and statistical payroll, benefits, and retirement data, records, statements and reports. This level is distinguished from the Payroll/Retirement Specialist I in that it guides and supports the work of Payroll/Retirement Specialist I, works independently on special projects, and provides input concerning department needs and the development and implementation of policies and procedures.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. One year of college-level course work in accounting or related field (one year of additional experience or CASBO, ACSA, or other related school business or payroll certification can be substituted for one year of college coursework).
3. Five years increasingly responsible related experience including work with payroll, retirement, or similar functions.
4. Proven ability to read, interpret and apply sound judgement to a variety of documents, financial, and statistical records.
5. Demonstrated experience in spreadsheet database computer applications.
6. A valid California driver's license.

Desired:

1. AA in Accounting.
2. Experience in a school district, county office of education, or governmental agency payroll department
3. CASBO, ACSA, or related school business or payroll certifications.

KNOWLEDGE AND ABILITY:

1. Knowledge of principles and techniques involved in payroll preparation and processing.
2. Knowledge of principals and techniques involved in retirement account preparation and processing.
3. Knowledge of principals and techniques involved in benefits account preparation and processing.
4. Knowledge of policies and objectives of assigned activities.
5. Knowledge of recordkeeping requirements, rules and regulations related to the payroll and retirement processes.
6. Knowledge of preparation of comprehensive accounting reports.
7. Knowledge of data control procedures and data entry operations.
8. Knowledge of modern office practices, procedures and equipment.
9. Knowledge of employee-relation strategies and procedures.
10. Ability to monitor the work of Payroll Retirement Specialist I's.
11. Ability to work independently with minimal supervision.
12. Effectively organize and prioritize assigned work.
13. Ability to establish and maintain positive and effective working relationships with diverse populations.
14. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
15. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
16. Ability to utilize critical thinking skills for addressing complex payroll issues/processes/reporting.

17. Ability to address problems or issues involving several variables in standardized situations.
18. Ability to perform arithmetic calculations quickly and accurately.
19. Ability to maintain accurate payroll, retirement and various other records.
20. Ability to prepare and evaluate, reconcile and balance comprehensive payroll, retirement and accounting reports and a variety of financial and statistical information.
21. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
22. Ability to present to small and large groups.
23. Ability to identify and resolve financial issues, errors, and discrepancies.
24. Ability to learn applicable software including spreadsheet and database systems.
25. Ability to serve as liaison and resource to governmental agencies and local districts.

ESSENTIAL FUNCTIONS:

1. Assist Payroll Manager with training, direction, and guidance to Payroll Retirement Specialist I's. Assist with the review of Payroll Retirement Specialist I's to ensure accuracy, completeness, and compliance with established guidelines/processes.
2. Perform a variety of specialized payroll accounting duties to ensure SLOCOE and designated school district employees are paid in an accurate and timely manner. Process classified and certificated payroll as assigned. Receive, audit, input, code, and adjust time sheets, claim forms, and related documents including deductions, garnishments, salaries, leave adjustments, and contributions utilizing assigned computer system. Issue and distribute paychecks as assigned.
3. Arrange for the issuance of payroll warrants, including manual, voided, duplicate, and cancelled checks.
4. Review, audit, reconcile and report STRS and PERS member and employer contributions for SLOCOE and designated school districts. Ensure timely and accurate payments of retirement contributions. Receive, audit, input, and adjust STRS and PERS retirement forms and related documents.
5. Review, interpret and implement payroll compliance/processes to retirement rules, state and federal regulations, education and labor codes, SLOCOE policies and procedures, and collective bargaining agreements.
6. Prepare and audit health and voluntary deduction premiums and payments for SLOCOE employees. Receive, audit, input, and adjust health benefits and voluntary deduction forms and related documents.
7. Oversee retiree health insurance, including yearly open enrollment for all SLOCOE lifetime and self-pay retirees, processing any health insurance additions, changes, or terminations to SISC for processing.
8. Submit Lifetime Retiree Medicare Part B reimbursements to Accounts Payable for quarterly processing and payment to lifetime retirees.
9. Serve as a liaison to district and SLOCOE personnel, Cal STRS, CalPERS, and other entities for resolving matters relating to payroll and retirement.
10. Provide district and SLOCOE staff training as needed. Assist in preparation and facilitation of the quarterly Countywide Payroll Meeting.
11. Establish and maintain detailed automated permanent records regarding SLOCOE personnel; input and update a variety of data including pay rates, tax status, deductions, benefits, STRS, PERS and other employee information.
12. Input a variety of payroll, retirement and employee data into an assigned computer system; maintain various automated records and files. Initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements. Ensure accuracy of input and output data.
13. Update district and SLOCOE tax spreadsheets after each payroll and make related tax payments to appropriate agencies according to established payroll time lines. Submit/upload APD electronic files and any ACH deletions/reversals to financial institution for processing.
14. In a backup capacity to the Business Systems Department: Print and process a variety of paper forms including accounts payable warrants, payroll warrants, purchase orders, W2s, 1099s, and 1095Cs as needed.
15. Attend and participate in various payroll related meetings, conferences and workshops.
16. Perform other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 42
Adopted: 1/26/2022
Revised: