

PAYROLL SPECIALIST



Description:

Under general supervision, perform specialized clerical work related to the preparation and processing of payroll and payroll related documents. Assist employees with payroll and personnel related questions and problems; perform related duties as required.

Distinguishing Characteristics:

This class is characterized by responsibility to collect, verify, and submit payroll and personnel action documents and advise and orient employees of applicable benefit provisions consistent with established guidelines. The class is distinguished from the Office Assistant and Fiscal Assistant classes by its responsibility to be familiar with a wide range of pay and benefit provisions, rules, policies and procedures as they relate to County employment.

Duties may include, but are not limited to:

1. Prepare, review, and verify documents relating to the computation, collection and submission of payroll and/or benefit transactions.
2. Explain applicable personnel and payroll rules and procedures to employees consistent with the County Personnel Rules, collective bargaining agreements, benefit plans, and other employment related guidelines.
3. Verify and adjust attendance records and time sheets; reconcile payroll; perform research to determine if payroll errors occurred; prepare documents to correct payroll errors.
4. Calculate hourly rates, gross pay, overtime, differentials and other supplemental pay.
5. Orient new employees to departmental payroll procedures; provide required documents for completion of the hiring and enrollment process; arrange for pre-employment physicals, background checks, countywide orientation, and other processes required prior to hire.
6. Conduct research and prepare reports relating to employee payroll records as requested.
7. Keep records and files relating to employment transactions, calculations, and employment.
8. Operate computer and applicable software as well as a variety of other office equipment, to record, track, research, and prepare reports.
9. Identify potential payroll/personnel related problems and report to supervisory or management staff for further action.
10. Perform a variety of clerical support activities as required.
11. Provide vacation and temporary relief as required.
12. Provide other duties as required.

Typical Qualifications:

Three (3) years of full time fiscal clerical experience performing fiscal activities where the primary duty involved performing or checking arithmetical computations.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 40624

Salary Range: N17

Representation Unit: Non-Represented Compensation Plan

Last Updated: 5/20/10