



Job Description

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| POSITION TITLE: | Attendance/Payroll Technician Business Services | #2473 |
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| SALARY PLACEMENT: | Classified/Confidential Supervisory Salary Schedule Range 2 |
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SUMMARY OF POSITION:

Under the direction of the Division Director of Payroll Services, perform a variety of technical business/human resources/payroll duties, and provide assistance to prospective and current employees. Manage and maintain some aspects of employee attendance and assist injured employees in completing appropriate paperwork. Utilize independent judgement and problem-solving skills in relation to assigned areas of responsibility. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess High School diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in payroll or general accounting obtained through a community college, trade, or correspondence school. One year of work experience in business administration, clerical, or another business-related field. May be substituted by experience of a closely related nature.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Proficiency with an attendance and payroll accounting system software. Knowledge of principles, practices and procedures of payroll and accounting, current laws, education codes, regulations, guidelines, record requirements and accounting procedures for general attendance in an educational agency. Knowledge of workers' compensation, unemployment and disability laws and regulations. Two years of experience at a school district or county office of education of increasingly responsible business/human resources-related experience. Business and computer courses obtained through a college or vocational school.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- basic accounting and related recordkeeping procedures
- workers' compensation regulations and policies
- personnel and employee relations principles, practices, and systems
- modern office practices and procedures
- filing systems
- customer service principles and practices
- letter and report writing
- proper English grammar, spelling and punctuation

Ability to:

- operate a computer

- analyze data utilizing defined processes and draw conclusions
- work with a diverse group of individuals
- problem solve
- create a plan of action and reach solutions
- work independently in the absence of specific instructions
- understand and carry out oral and written instruction and establish and maintain cooperative and effective working relationships with others

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Manage and maintain the automated absence tracking system; posts, audits and maintains absence records for all employees.
2. Assist with processes and reconcile regular and supplemental payroll by entering codes and data information into appropriated computer screens, update information, as necessary.
3. Monitor, modify, gather, compile, summarize and distribute attendance data from the automated absence tracking system for the purpose of disseminating information to appropriate parties.
4. Establish and maintain accurate and organized employee attendance files and scanned payroll files.
5. Maintain appropriate payroll reports in accordance with accepted accounting procedures, including retirement and unemployment reports.
6. Review payroll output for accuracy.
7. Process and reconcile payroll eligibility reports and payments.
8. Assist injured employees in completing appropriate paperwork in the required time frame and submit claims electronically to the workers' compensation carrier.
9. Serve as clerical and technical support to the managers of the department.
10. Sort, file, copy and distribute necessary attendance/payroll materials.
11. Prepare employee notifications including employment verifications and mass mailings, as necessary.
12. Perform a variety of clerical duties related to attendance and payroll function; develops and maintains payroll related forms answers phones responding to inquiries and/or taking messages, compose and prepare correspondence, reports and other documentation as directed.
13. Perform a variety of technical duties and provide assistance to current personnel; assist in resolving attendance- related issues and concerns with discretion and confidentiality.
14. Operate a variety of standard office equipment, such as a personal computer and applicable payroll software, telephone, fax, and copier.
15. Maintain strict confidentiality on all job-related matters.
16. Attend conferences/workshops, webinars and meetings as required.
17. Keep abreast of legislation and regulations for the purpose of ensuring compliance with legal and/or administrative policy requirements.
18. Exercise reasonable judgment in unusual circumstances.
19. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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