



Payroll Specialist I

Class Code:
9061

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: March 2025

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general supervision, to perform a variety of technical and administrative work in the preparation and processing of Court-wide in-house payroll and personnel actions without the use of a third-party provider; to verify employee time is recorded and coded appropriately; to ensure employees are paid accurately, timely, and in compliance with applicable laws, policies, and union agreements; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

Payroll Specialist I – the first working level in which incumbents working under general supervision receives formalized and on-the-job training in processing in-house payroll functions and performs a variety of technical and clerical work following established procedures.

Payroll Specialist II – the journey level class of the series in which incumbents working under direction perform a wide variety of technical and clerical work of increasing difficulty and a degree of independence. May act as a lead to support the unit supervisor.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Prepares payroll and related documents (i.e. quarterly tax reports, mass payment and benefits uploads, arrears payment memos, etc.); reviews for accuracy, completeness and compliance with payroll procedures; reviews and adjusts attendance and timesheet records; calculates or checks gross pay, overtime and other supplemental pay and pay adjustments.

2. Reviews, files, and maintains payroll records in paper and electronic format.
3. Processes payroll-related transactions (i.e. new hires, terminations, leaves of absence, promotions, transfers, reclassifications, vacation sell requests, etc.).
4. Responds to inquiries from payroll partner units, employees, retirement system staffing, and vendors regarding payroll related information.
5. Conducts research to resolve payroll related issues and identifies solutions.
6. Maintains reports from electronic timecard systems and any relevant supplemental documentation or information for each pay period.
7. Verifies employment and completes written verification of salaries.
8. Prepares payroll-related reports; compiles payroll reports to support payments to vendors and reconciles invoices.
9. Processes wage garnishment and levies in accordance with regulations as prescribed by regulatory authorities.
10. Reads, learns, interprets and explains various rules, MOU's and policies as they affect the payroll process.
11. May review their peers' work to verify that the data is accurate before processing.
12. Assists in evaluations and analysis to improve efficiency and effectiveness of the payroll system and processes; recommends changes in policies or procedures. Assists in developing and updating payroll related informational materials and job aids.
13. Tests new or updated business processes.
14. Compiles routine and periodic statistical reports; assembles, sorts and tabulates data for inclusion in reports and requests for information related to audits or policy decisions.
15. Provides assistance to employees on payroll and benefit related matters; conducts research to resolve payroll and benefit related problems and identifies solutions.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of an Associate's degree from an accredited college in accounting or business administration or a related field

And

Experience:

The equivalent of one year of full-time clerical and administrative payroll experience

Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of basic principles, practices and terminology related to payroll processing; laws and regulations affecting payroll practices, including FLSA requirements; methods of coding and classifying payroll documents; basic record keeping methods; research techniques; word processing, spreadsheet and payroll software applications; modern office practices and procedures including filing, operation of standard office equipment and personal computers; effective oral communication techniques; and basic principles of leadership.

Ability to understand and apply payroll record keeping practices; determine proper accounting codes and classifications for transactions; interpret and apply payroll policy and negotiated employee agreements; operate calculators, personal computers (including hardware and a variety of relevant software programs), and other office equipment; communicate effectively in person or by telephone with the public and staff; assist in scheduling, assigning and prioritizing the work of others; train, coach and review others' work for technical accuracy and compliance with administrative and legal requirements; make oral presentations to staff on payroll and benefit related matters; research and analyze problems and identify appropriate solutions; provide back-up support to manager as needed; read, understand and follow oral and written instructions; establish and maintain effective working relationships with staff and others; work independently and as member of a team; work in an environment that includes frequent interruptions; and prioritize work and meet deadlines.

CLASSIFICATION HISTORY:

Date established: 3/25