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| JOB TITLE: | PAYROLL TIMEKEEPING SPECIALIST | DIVISION: | DISTRICT – PAYROLL |
| REPORTS TO: | PAYROLL MANAGER | EEO CATEGORY: | 06 - CLERICAL |
| FLSA: | NON-EXEMPT | SAFETY-SENSITIVE: | NO |
| CLASSIFICATION: | NON-REPRESENTED | LOCATION: | SAN RAFAEL |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Upon general supervision, this position is responsible for documenting, calculating and analyzing time worked by District employees on a daily basis, including readying timekeeping information for direct import into the general ledger. It also ensures adherence to District policy and union agreements by making certain personnel are appropriately compensated for time worked, special pay assignments, holidays, various earned leaves, etc. The position also performs additional work as assigned.

Essential Responsibilities

- Processes bi-weekly and monthly timekeeping/payroll cycles
- Calculates and processes rate changes, retroactive adjustments and special pay assignments
- Applies appropriate payroll taxes and deductions according to state and federal guidelines and procedures
- Processes all garnishments and wage assignments
- Ensures compliance with District policy and union agreements to ensure that personnel are appropriately paid for time worked, holidays, vacations, sick leave, jury duty, various earned leaves, or other compensation exceptions
- Reconciles, calculates and balances hours and minutes to correspond with actual time recorded
- Maintains attendance records
- Assists with audits and other internal/external requests.
- Solves complex timekeeping problems by researching records, files, and various document for 800+ employees
- Performs data entry for direct file transfer into General Ledger system on a daily basis
- Adheres to District protocols and internal controls; recommendations to strengthen both are encouraged.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.



- Regular and reliable performance and attendance is required.

Required Knowledge, Skills and Abilities

Knowledge of:

- District timekeeping and payroll systems
- Basic principles of records management and control

Skill in or Ability to:

- Learn, interpret and apply detailed rules, regulations, policies, internal controls and Memorandum of Understanding (MOUs)
- Continuously learn, interpret and apply payroll tax requirements, Federal & State Payroll laws and retirement account regulations
- Consistently maintain highly accurate and detailed time and leave records
- Analyze data and derive a solutions
- Handle confidential information in a professional manner and with discretion
- Demonstrate willingness to work overtime when deemed necessary
- Establish and maintain effective working relationships with those contacted in the course of the work
- Spot irregularities and independently research authoritative documents to find solutions
- Comprehend and retain complex concepts and apply in a variety of areas as needed
- Be a self-starter who is dedicated to complete assignments accurately, efficiently, effectively and with great attention to detail
- Prioritize work assignments and multi-task within strict deadlines

Minimum Qualifications

Education and/or Experience:

- Requires a minimum four (4) years' full-time position-related experience working with payroll and timekeeping responsibilities.
- Demonstrate an advanced proficiency level in Microsoft Office products.
- Experience in reading, understanding and applying Memorandums of Understanding (MOU's) and other Policies.
- Knowledge of and familiarity with Enterprise Resource Planning (ERP) systems – i.e. Oracle, Tyler, Sunguard, etc. – other than QuickBooks
- Experience and education on the following is desirable:
 - CPP (Certified Payroll Professional) certification
 - Transportation (Bus & Ferry) timekeeping experience
 - Experience and/or understanding of Giro Hastus timekeeping system
 - Experience and/or understanding of Kronos' timekeeping system
 - Been involved with a Payroll system conversion



Required License:

- Desirable to possess and maintain a current, valid driver's license and satisfactory driving record.

Physical Requirements:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.