



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 71-2023/24  
 DOCUMENT NO. 60-2023/24  
 DATED: 02/24/2024

**PAYROLL SPECIALIST - LEAD**

<b>DEPARTMENT/SITE:</b> Fiscal Services	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit
	<b>SALARY RANGE:</b> 40
	<b>WORK CALENDAR:</b> 261 Days
<b>REPORTS TO:</b> Supervisor of Payroll	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Supervisor of Payroll, Business Manager, or Chief Financial Officer, the Payroll Specialist – Lead, processes all phases of payroll; responds to complex and unusual payroll problems and computational questions; ensures compliance with mandated requirements; maintains confidential employee records/ and provides day-to-day lead oversight to other payroll staff. The incumbents in this classification provide the school community with employee payroll services, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This class provides leadership and support to lower-level payroll positions and handles the more complex payroll problems. It is the highest level, non-supervisory, position in payroll. This class differs from the lower-level Payroll Specialist class, which does not have “lead” responsibilities. This class will assist the Supervisor of Payroll with communications and training to the payroll staff and serves as the liaison between the Payroll and Human Resources Departments.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in assigning, reviewing, coordinating, and leading the work of other payroll staff and functions in the Payroll System.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal processes that are required for audit.
- Assists with preparing reports (e.g., state labor reports, benefit, gross to net calculations) for the purpose of providing written support and/or conveying information.
- Communicates with staff and outside agencies (e.g., HR, CalPERS/STRS, Madera County Supt. Of Schools) regarding procedural requirements to verify payroll and/or retirement information for employees.
- Assists in compiling payroll information related to work assignments for the purpose of providing required payroll documentation and/or processing information.
- Distributes payroll and other documents (e.g., sub-tracking, new/change forms, flyers).
- Assists team members in acquiring necessary skills and performance attributes in line with business development needs.
- Maintains a variety of payroll information, files, and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or components (e.g., leave time, work location) for the purpose of ensuring compliance with established financial, legal, and/or administrative requirements.
- Participates in unit meetings, in-service training, and workshops

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 MOTION NO. 93-2023/24  
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- Prepares written materials and electronic payroll information
- Processes payroll-related data (e.g., timesheets, withholding information) to update information, authorize timely payment, and/or comply with established payroll practices.
- Assists in providing training on practices/procedures/software for employees new to the department.
- Provides excellent customer service and communicates with District personnel to obtain and provide information and correct errors in a timely manner.
- Reconciles payroll account balances to maintain accurate account balances and comply with established guidelines.
- Researches discrepancies in payroll information and/or documentation (e.g., timesheets, leave time) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Reconciling discrepancies with payroll and/or benefit information and/or documentation (e.g., payroll, benefit provider/s, withholding versus W4, salary status).
- Responds to inquiries regarding payroll procedures (e.g., wage levies and garnishments, savings, contributions, direct deposits) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action, and/or complying with established fiscal guidelines.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

### **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation, and spelling
- Personnel processes and practices
- Codes/laws/rules/regulations/policies related to accounting and payroll Accounting and bookkeeping processes and procedures
- Relevant software applications, including advanced spreadsheet applications

#### **Skills and Abilities to:**

- Communicate effectively in written documents following prescribed formats
- Communicate and present information orally to others, including with diverse groups
- Solve practical payroll problems
- Read and understand complex, multi-step written and oral instructions
- Prepare and maintain written reports and accurate records
- Plan and manage projects
- Develop and maintain effective working relationships
- Gather, collate, classify and/or analyze data
- Work with a wide diversity of individuals
- Problem-solving is required to identify issues and create action plans
- Meet deadlines and schedules
- Handle frequent interruptions
- Work as part of a team
- Maintain confidentiality
- Show attention to detail
- Provide quality customer service

### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods,

directing other persons within a small work unit, and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Four (4) years of increasing responsibility in accounting, bookkeeping, or other areas as appropriate, which requires computer applications, including one year of payroll experience.

Equivalency - Twelve (12) units in college-level study in business administration, accounting, bookkeeping, and related fields which require computer applications from an accredited college or university can be substituted for one (1) year of experience.

**LICENSE(S) REQUIRED:**

- None required

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through the District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- This job is performed in an indoor office environment.
- May require extensive sitting, and includes moderate amounts of walking, and standing
- Some lifting, carrying, pushing, and/or pulling of boxes, supplies, etc.
- Manual dexterity in order to operate a computer keyboard and handle documents and other office equipment and materials
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching, and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies