

Job Summary:

The position of the Payroll & Retirement Specialist is created for the purpose(s) of analysis and processing of classified and certificated payroll from districts; CalSTRS and CalPERS, Social Security, Medicare and other retirement systems; compile information, prepare and maintain various records and reports; serve as technical resource to personnel concerning payroll and retirement reporting functions; train and advise districts' and internal staff on various payroll and retirement processes and procedures; plan, organize, processing of the payroll and retirement reporting cycles in accordance with provision of the Education Code, Administrative Code, Labor Code and established county office, state and federal regulations including applicable portions of retirement law.

Essential Functions:

- Analyze and advise school district staff regarding the retirement reporting effects of proposed salary schedule adjustments or other elements related to payroll of proposed collective bargaining agreements; review provisions of collective bargaining unit agreements to assist with the determine of creditable service.
- Assist in the development, implementation and analysis of payroll, standards and procedures and payroll software system to enhance departmental and county office efficiency; develop forms and documents to meet county office needs.
- Assist with the planning, development and implementation of workshops and other staff development activities for county office and district employees regarding payroll functions; prepare and deliver oral presentations; assist the Director in the preparation of related training and support materials.
- Balance, reconcile and transmit CalSTRS and CalPERS retirement files according to established procedures and regulations;
- Communicate with county office and district personnel and outside agencies to exchange information and resolve issues or concerns; collaborate with CalSTRS and CalPERS and other organizations as needed for payroll information.
- Compile information and prepare and maintain various records and reports for employee CalSTRS and CalPERS retirement systems, coordinate retirement information utilizing CalSTRS, CalPERS and alternative retirement plans; apply employee contributions to payroll records and transactions, ensure accurate reporting of retirement earnings and payment of contributions.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials, participate in the development of payroll handbooks; review process, analyze and distribute forms concerning payroll, retirement and required state reporting.
- Perform a variety of technical accounting duties in the auditing, analyzing, and processing of certificated and classified payroll for county office and school districts; ensure payroll activities comply with established policies and procedures;
- Reconcile PERS, STRS and other retirement systems and to the general ledger and resource fund.
- Research, resolve and recommend solutions to complex problems and discrepancies related to payroll and retirement reporting.
- Stay up to date with Internal Revenue Service publications and appropriate legal services publications for federal legislation and regulations affecting payroll.
- Serve as liaison between state retirement system offices, county office, school districts and/or employees regarding issues such as membership, service credits, buybacks, refunds, exceptions, transfers, separations and other retirement related matters.

- Serve as technical resource to office and school district personnel concerning payroll/retirement applications, taxes, records retention and other payroll related issues; conduct workshops for payroll and retirement requirements.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and or special events.
- Comply with schedules, policies, regulations, procedures, follow orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- May perform other related duties related to apportionment work.

Skills, Knowledge and/or Abilities Required:

- Audit, preparation, maintenance, verification and processing of payroll records and reports.
- California statutes, codes and regulations pertaining to payroll.
- Practices and reporting/recordkeeping requirements of retirement systems, CalSTRS and CalPERS.
- Preparation and processing of payroll information.
- State Ed Code, local and state and federal laws, codes and regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities.
- Audit, analyze, interpret, balance and process payroll and retirement data accurately under mandated timelines.
- Compile information, prepare, and maintain various records and reports for CalSTRS and CalPERS.
- Gather relevant data, analyze problems, evaluate alternatives, and make appropriate recommendations.
- Monitor, adjust and reconcile payroll data.
- Train and advise TCOE and school district personnel in various payroll and retirement processes and procedures.
- Review and evaluate changes in payroll/retirement reporting requirements, assist Information Technology staff with modifying systems and applications to assure adaptability with new payroll system specifications, Federal and State regulations and mandates.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work confidentially and with discretion.
- Work independently with little direction.

Experience Required:

- Two years' experience in bookkeeping, record keeping and computerized accounting systems.

Education Required:

- High School diploma or the equivalent.
- Additional accounting and computer software application courses are desirable.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response.

FLSA Status: *Non-Exempt*

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.