

# Classification and Qualification



# STANDARDS

The California State University System

## Payroll Technician III

*Class Code 1102*

*Date Established 07-01-68*

*Date Revised 09-01-86*

*Occupation Index Reference C-4*

*Cross Reference 1108*

### **DEFINITION:**

Under general direction, the Payroll Technician III functions as (1) a lead worker providing training, guidance and assistance for a group of Payroll Technicians or (2) an assistant to the Payroll Supervisor in directing, planning or organizing the work of the Payroll Office staff or (3) the sole provider and coordinator of payroll services for the campus or (4) an advanced journey or operational resource in that the work is characterized by the resolution of the most difficult and unusually complicated or problematic payroll and personnel related transactions, in a highly independent manner, for a significant portion of the incumbent's time.

### **DISTINGUISHING CHARACTERISTICS:**

Depending on the role of the Payroll Technician III, work at this level is distinguished from the II level in various ways. As a lead worker, the Payroll Technician III has a strong technical base which is used as a resource by the other technicians. Given this advanced skill, the Payroll Technician III advises on particularly complicated payroll/personnel transactions such as those that are unusual and infrequent, having little or no precedent, and complex in the fact that a combination of guidelines need to be consulted with discrepancies among them being resolved prior to processing a transaction. In addition to advising, the Payroll Technician III may train other technicians, prioritize work assignments, plan activities in order to reach unit goals, and give input to the Payroll Supervisor on the performance of the other technicians. In this capacity the Payroll Technician III may also function as a first assistant to the Payroll Supervisor. At smaller campuses, the Payroll Technician III may be the sole coordinator of payroll services for the entire campus, thereby being the technical resource responsible for all transactions from the fairly routine to the most difficult. At larger campuses, the Payroll Technician III may function at the advanced journey level in that the incumbent resolves the most complicated issues as described above, in a highly independent manner, for a significant portion of time.

Work at the Payroll Technician III level is distinguished from that of the Payroll Supervisor in that the latter functions in a full supervisory capacity with minimal direct involvement with the technical aspects of payroll/personnel document processing. Although Payroll Supervisors may perform the most difficult payroll/personnel transactions, their primary responsibility is for the selection, training, evaluation, discipline and supervision of the staff engaged in the timely, accurate preparation, review and processing of payroll/personnel transactions.

**Examples of Typical Activities:**

As necessary and appropriate, a Payroll Technician III provides training, guidance and assistance to Payroll Technicians or Student Assistants engaged in the preparation and processing of payroll/personnel transactions; aids in directing, planning and organizing the work of the Payroll Office staff; seeks out appropriate interpretations of California State University (CSU) policies and guidelines, state and federal laws, educational codes and collective bargaining agreements relative to particularly difficult payroll/personnel transactions; provides information and processing assistance to faculty, staff and students on particularly difficult and complex payroll/personnel transactions; independently researches, analyzes and resolves unusually complicated problems involving such areas as faculty leave, tax-sheltered annuities, Workers' Compensation industrial and non-industrial disability leave programs. Resolution of problems requires expertise in the use of extensive guidelines or selection of precedents to determine decisions. Assignments are characterized by a high degree of technical independence under a minimum of supervisory assistance.

Independently initiates, processes and completes the full range of payroll/personnel transactions for all categories of CSU employees including staff, faculty, graduate assistants, student assistants, special consultants, individual lesson and summer session instructors; independently obtains and selects interpretations from authorities on the proper processing of payroll/personnel documents and applies the appropriate payroll and personnel related information found in CSU policies and guidelines, state and federal laws, educational codes, and collective bargaining agreements to correctly process the full range of payroll/ personnel transactions documents encountered in the CSU; ensures that all information on the personnel/payroll transaction form is correct and accurate.

Traces and corrects payroll documents by searching records, contacting employees and representatives of the Controller's Office; serves as expert resource and provides payroll information and processing assistance regarding the more difficult aspects of such matters as leaves of absence, final settlement payments, dockings, Workers' Compensation and leave accrual rates, involving a careful and complete review of all the facts of the case.

Prepares a variety of payroll related reports on staffing, classifications, position control, budgetary schedules, employee deductions and salaries; may develop, prepare and implement training modules on the various kinds of payroll/personnel transactions for technicians or student assistants; may operate computer terminal to process various online payroll/personnel transactions; may verify and audit information keyed into terminal; may format computer pay programs and troubleshoot problem areas when necessary.

**MINIMUM QUALIFICATIONS:****Knowledges and Abilities:**

A thorough knowledge of: Business English and arithmetic; general office methods, procedures and practices.

Thorough knowledge of, or the ability to acquire quickly: Uniform State Payroll Procedures Manual, Personnel Information Management System Manual and payroll information found in state and university administrative manuals, Public Employees' Retirement System Manual, Executive Orders published by the Chancellor's Office, applicable state and federal laws, educational codes and collective bargaining agreements.

Ability to: make advanced arithmetical calculations; work with numbers, names, codes and symbols; analyze detailed numerical records or transactions and identify deviations from applicable CSU policies and procedures, state and federal laws, educational codes and collective bargaining agreements; pay close attention to detail; deal and keep abreast with changes in a wide variety of complex resource materials in order to be in compliance with university, state, federal and educational codes, rules and regulations; establish and maintain cooperative working relationships with others; clearly and concisely explain complex collective

bargaining, regulatory or procedural requirements which relate to payroll/personnel matters; initiate plan, organize and lead staff and activities; meet established deadlines; independently draft and satisfactorily prepare, in final form, cover memoranda and responses to inquiries concerning applications of payroll/personnel policies and procedures; use office machines such as the typewriter, mimeograph, calculator and computer terminal; operate computer terminals for various online payroll/personnel transactions; format computer data and troubleshoot problem areas; develop, prepare and implement training programs for others on complex payroll/personnel transactions; and read and write at a level appropriate to the duties of the position.

and

**Experience:**

Equivalent to three years of increasingly responsible specialized experience in preparing and processing payroll/personnel transaction documents as described in the Payroll Technician II position classification.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** No  
**Employee Category:** Non-Academic