

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Lead Payroll Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9633	WORK YEAR:	12 Months
DEPARTMENT:	Payroll Services	SALARY:	Range 51 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-06-97
		HR REVISION:	06-21-12

BASIC FUNCTION:

Perform advanced payroll and financial analysis; directly support the activities of the payroll unit; assist the supervisor in accomplishing the day-to-day activities of the unit; and train and provide work direction to others.

DISTINGUISHING CHARACTERISTICS:

The Lead Payroll Technician's knowledge and capabilities encompass payroll and personnel, as well as an understanding of the systems on which these functions run. Incumbents in this classification are routinely responsible for many of the activities required to manage the district's varied payroll processes. By contrast, Fiscal Services Technicians I have a more limited scope of knowledge and skill levels, and consequently have lower levels of responsibility, independence of action, and consequence of error.

The Lead Payroll Technician may perform in a team or project leader capacity on a special project assigned by the supervisor. In this mode, the Lead Payroll Technician will act as a technical resource, and provide guidance to Fiscal Services Technicians I. The Lead Payroll Technician acts as a secondary technical resource to Fiscal Services Technicians I in support of the supervisor.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform detailed and accurate computer functions using the district's payroll/personnel system; operate and

Perform financial, payroll calculations, and electronic file transmissions; and have a general knowledge of

Organize the work of others.
Analyze and interpret fiscal records and documents, and prepare accurate and complete financial and payroll summaries and reports without supervision.
Perform computational tasks with speed and accuracy.
Operate a computer, related software, and standard office equipment.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Lift light objects according to safety regulations.
Meet schedules and time lines.
Understand and carry out difficult oral and written instructions.
Establish and maintain effective working relationships with school officials, administrators, and employees.
Communicate effectively, both orally and in writing.
Complete work with many interruptions.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects; physical, mental, and emotional stamina to work under sometimes stressful conditions.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.