IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PAYROLL COORDINATOR

BASIC FUNCTION:

Under direction of the Chief Human Resources Officer or designee, plan, organize, coordinate and perform complex and highly-detailed work in the preparation, review, and processing of payroll for employees. Prepare, calculate, analyze, and file a variety of reports related to district payrolls. Assist other HR staff with defined and flexible benefits as related to payroll.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

Plan, organize, oversee and participate in the preparation of District payrolls in accordance with established regulations, timelines, policies and procedures; assure salaries are accurate and in compliance with all applicable regulations. *E*

Calculate individual pay information for employees; compute adjustments, payroll docks and retroactive payments; balance and post information to the payroll system; process garnishments for State and federal tax agencies as requi reoll system; process garnishmentsInx agenc2A.d b36)19)laview.

Provide retirement information for PERS / STRS as required; maintain and provide information regarding costs for optional retirement programs and incentives; provide information and documentation of other payroll related costs. *E*

Assist administration with planning and cost analysis by providing projected salary and benefit information for budgets and grant proposals. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Applicable laws, regulations, policies and procedures regarding payroll processing Preparation, maintenance, verification and processing of payroll records.

State, County, and District payroll policies and procedures related to classified, faculty and student employment.

Laws and regulations governing tax deductions, and voluntary payroll deductions.

STRS and PERS regulations.

Payroll related clauses of collective bargaining agreements.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Operation of computer equipment and standard office machines.

Principles and practices of training and work direction.

District organization, operations, policies and objectives.

Ability to:

Comprehend and use electronic database systems to set up payroll /deduction rules.

WORKING CONDITIONS: ENVIRONMENT: Office environment.

PHYSICAL DEMANDS: I BDC2[JT] 612 72 reW*nBT/F1 12 Tf1 0 0 1 178.58 643.78 T0.q0 (\textit{T2}\textit{Y}\textit{2}\textit{S}\textit{1}\textit{2}\textit{Y}\textit{2}\textit{0}\textit{0}\textit{0}\textit{1} 178.58 643.78 Tm