

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:

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