

TITLE: Payroll Technician**DEPARTMENT:** Transportation**REPORTS TO:** Executive Director of Transportation

POSITION SUMMARY: The job of Transportation - Payroll Technician is done for the purpose/s of coordinating activities relating to payroll submission and compensation within the Transportation Department; responding to related inquiries and resolving discrepancies; and providing clerical support to assigned administrative personnel.

ESSENTIAL FUNCTIONS:

- Dispatches drivers (when assigned) for the purpose of meeting the schedule demands.
- Maintains files and records (confidential and non-confidential) (e.g. time and contract assignments, personnel records, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Monitors assigned activities and/or program components (e.g. daily schedules, route bidding, critical time lines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Prepares written materials (e.g. daily schedules for drivers; payroll submissions, etc.) for the purpose of providing written support and/or conveying information.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, contract hours, etc.) for the purpose of resolving issues and guaranteeing accuracy of reported data.
- Responds to inquiries (e.g. staff, the public, parents and/or students) for the purpose of providing information and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Verifies a variety of payroll related information (e.g. contract requirements, time sheets, wage attachments, etc.) for the purpose of ensuring accuracy of reported data before submission to payroll.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; meeting deadlines and schedules; maintaining confidentiality; interacting effectively with others; being attentive to detail; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date