



PERSONNEL COMMISSION

Class Code: 05208
Salary Range: 22 (C1)

NUTRITION SERVICES PAYROLL TECHNICIAN

JOB SUMMARY

Under general direction, receive, review and input payroll records for Nutrition Services employees including cafeterias, warehouse, central kitchen and administrative offices; serve as the lead in the payroll unit of Nutrition Services; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Receive, review and input Certificate of Absences “pink slips” online using appropriate codes for various absences such as vacation, illness, personal necessity, bereavement, compelling personal reasons and jury duty. **E**
- Receive records of time worked for Nutrition Services employees; review records to confirm employees are working correct shifts and pink slips have been submitted for absences. **E**
- Serve as a lead in the payroll unit of Nutrition Services; train and provide work direction and guidance to assigned staff; provide input in the hiring and performance evaluation process as requested. **E**
- Research and respond to inquiries from employees and managers regarding salary information, leave balances, effects of regulations on payroll, discrepancies in salaries and other payroll issues; provide documentation as necessary. **E**
- Review and input additional hourly assignments, overtime, and temporary upgrade hours worked; confirm assignments and upgrades are online. **E**
- Track employee probation, vacation and step increment accrual dates; input yearly work calendars for employees on flex calendars; identify need for calendar changes and research related issues. **E**
- Create and update personnel cards with employee absences and leaves; monitor probationary employees to verify that vacation and sick leaves are appropriately used. **E**
- Review and input payroll for student assistants working at school site cafeterias. **E**
- Calculate leave amounts to cover breaks in the school calendar; deduct from available sources until leaves are exhausted; notify the employee and manager when a leave balance is exhausted. **E**

- Track compensatory time balances to assure employees use compensation time in accordance with applicable laws, codes and regulations. ***E***
- Prepare, distribute and receive industrial accident paperwork packets; verify paperwork is complete; submit required online report to the designated third party administrator; mail hard copies to Risk Management. ***E***
- Track long-term and industrial accident employee absences; collect necessary documentation and medical notes; review medical notes for work restrictions and return-to-work information; confirm completion of transition work forms for employees returning to work with accommodations. ***E***
- Inform Nutrition Services Managers of employee work restrictions; maintain frequent contact with Physician Services, Risk Management and outside medical providers regarding employees on long-term and industrial absences. ***E***
- Obtain signatures and approvals for leaves of absence, resignations and retirements; send paperwork to Human Resources Services for Board of Education action. ***E***
- Receive vacation payoff requests for employees retiring or resigning; send completed requests to District payroll for processing; check if balances need adjustment. ***E***
- Attend a variety of meetings, trainings and new employee orientation sessions to disseminate payroll information and train employees and supervisors on payroll and leave of absence procedures. ***E***
- Prepare and run a variety of reports regarding vacation accruals, balances, industrial accidents, long-term absences and other payroll issues. ***E***
- Maintain a variety of records and files including permanent storage of weekly Record of Time Worked reports for Nutrition Services staff. ***E***
- Operate a variety of office equipment including a computer and assigned software. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Nutrition Services Payroll Technician receives, reviews and assures payroll records for Nutrition Services employees, substitutes, and student workers are entered correctly and in a timely manner to meet payroll deadlines. An incumbent serves as a lead in the payroll unit of Nutrition Services, providing work direction and guidance to assigned staff.

EMPLOYMENT STANDARDS

Knowledge of:

Modern office practices, procedures and equipment.
Principles of training and providing work direction.
Operation of a computer and assigned software.

Record-keeping and filing techniques.
Telephone techniques and etiquette.
Report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes rules and regulations related to assigned activities.
Oral and written communication skills.
District organization, operations, policies and objectives.
Basic math.

Ability to:

Answer telephones and greet the public courteously.
Compile, assemble, verify and prepare data for records and reports.
Maintain records and files.
Train and provide work direction to others.
Meet schedules and time lines.
Plan and organize work.
Determine appropriate action within clearly defined guidelines.
Compose correspondence and written materials independently.
Communicate effectively both orally and in writing.
Interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Add, subtract, multiply and divide accurately.
Operate a variety of office equipment including a computer and assigned software.
Work independently with little direction.
Complete work with many interruptions.

Education and Training:

Graduation from high school. College-level coursework in accounting, finance or a related field is desirable.

Experience:

Two years of clerical experience involving maintaining records and files and input of payroll data. Experience serving as a lead is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.