



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PAYROLL SPECIALIST

Group-Section: Finance Group – Controller Section	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 49 Job #: VA18
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JOB SUMMARY

This is the advanced journey level position performing Payroll Specialist job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialists in the development and interpretation of guidelines for payroll, leave, federal and state taxes, Fair Labor Standards Act and California Public Employees Retirement System laws and regulations. The work involves interpreting data, planning of the work, analyzing a variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations. Provides technical expertise for a major functional area or specialized field. May represent Metropolitan in a technical field or functional discipline; develops comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Group or Assistant General Manager/CFO.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Leads and performs payroll activities including payroll processing, retroactive payment calculation, leave use, calculation and paydown and training related to payroll taxes, and filings to the appropriate government agencies.
2. Leads and trains staff in the operation of payroll functions.
3. Assists in the implementation of goals, objectives, policies, and procedures; establishes schedules and methods for proper operation of payroll duties.
4. Analyzes payroll information, researches, and resolves discrepancies, and responds to inquiries regarding payroll policies and procedures. Provides information to Legal, Human Resources, and internal and external auditors.
5. Reviews and/or performs payroll reconciliation between payroll system and financial management system (GL).
6. Acts as primary troubleshooter for addressing payroll software application problems.
7. Plans and prioritizes payroll schedule deadlines and communicates with timekeepers and supervisors.
8. Calculates, verifies, prepares, and signs retirement certification forms and probate payments.

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9. Prepares and/or reviews workers compensation, contract labor, exceptions, and other payroll related reports.
10. Makes presentations related to payroll activities in technical specialty area.
11. Assists in the development of communication strategies and design of payroll materials. Identifies opportunities for improving processes to optimize efficiency.
12. Develops payroll related training materials and provides training to Metropolitan staff.
13. Reviews and approves the work of payroll staff.
14. Reconciles and prepares state and federal payroll tax reports and other states' statistical reports. Processes year-end balancing and distribution of W-2s.
15. Updates payroll database tables and performs testing for payroll system upgrades.
16. Provides information to internal and external auditors and assists in preparing responses to audit findings.
17. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and six years relevant experience; or a combination of education and relevant experience equaling ten years, with a minimum high school diploma or a certificate of high school equivalency.

Required Knowledge of: Principles, practices, and techniques of Payroll practices and administration; state and federal payroll tax laws, and regulations applicable to Fair Labor Standards Act; research methods and data analysis techniques; principles and practices of effective business communication; principles of letter writing and report preparation; methods and equipment including computers, copiers, phones, communication applications such as Zoom and Microsoft Teams. Mathematics; and enterprise accounting systems; and current office technology and equipment

Required Skills and Abilities to: Analyze problems, evaluate alternatives, and make appropriate decisions and recommendations; understand, interpret, explain, and apply payroll regulations, policies and procedures, and applicable local, state, and federal payroll laws; exercise independent judgment and initiative within established guidelines; prioritize and multi-task; present recommendations clearly and logically; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; operate enterprise accounting system; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position are required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

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Adopted: 6/30/2023

Effective: 10/30/2022

Revised: N/A

Supersedes: N/A

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Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

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