EMPLOYMENT OPPORTUNITY

POSITION: PAYROLL TECHNICIAN II **JOB #17/102**

Full time position available on or after April 2, 2018 in the Human Resources/Payroll Department.

ESSENTIAL DUTIES: Under general supervision of the Payroll Manager, this position independently performs the typical activities related to the processing of the full range of payroll and personnel transactions such as appointments, changes in status, leaves and separations for CSU employees. Duties include, but are not limited to:

- Process, audit, verify and release pay warrants on a variety of Payroll Personnel Transactions (PPT's), such as appointments, separations, leaves of absence, and status changes for all types of CSU employees, including Academic Year appointments, 12/12-, 11/12-, 10/12- pay plans, full-/part-time, Special Consultants, student assistants, and intermittent employees. Process, audit, verify and release pay warrants with NDI/IDL, final settlements, year-end settlements and other position changes as required.
- Research and apply applicable policies and procedures, collective bargaining agreements, State Payroll Procedures Manual; Personnel Information Management System Manual, Chancellor's Office Executive Order letters/memos, State Controller's Office (SCO) Personnel and Payroll Letters, and other payroll information.
- Assist employees and stakeholders with questions or concerns regarding leave benefits, position history, pay history, and any payroll related record inquiries. This includes running queries or CIRS reports to report information on positions, leave activity, payroll data for budget, and other employee reporting needs that may include payroll reconciliations.
- Perform daily, monthly and yearly auditing in Time & Labor and Absence Management modules to ensure appropriate processing of compensated absences and compliance with legal deadlines for timely payment of wages, including but not limited to: analyzing and troubleshooting system problems, errors, issues for Student Assistants, R11 Instructional Student Assistants, Work Study Students, Summer Bridge Students, preparation and calculation of hourly-intermittent employees, Casual Workers, shift and overtime pay.
- Process, audit, verify and release or return warrants on a various range of Bargaining Unit Salary programs and payroll transactions, such as: appointments, separations, service pay increases, fund changes, adjustments to work study and various other payroll transactions.
- Manage and maintain exception reports for all hourly-intermittent employees in both PIMS and CMS.
- Work closely with the Budget Services, Human Resources, and Faculty Affairs to maintain "reports to" functionality as appropriate for CSU Chancellor's Office (CO) compliance of time and leave approval.
- Administer and process adjustments to employee pay to include: garnishments, tax levies, judgments, dock leave, accounts receivable, retroactive salary or time base changes.
- Calculate net pay with deductions and taxes for late corrections or changes after master payroll cut-off and/or to ensure timely payments of final wages.
- Prepare, process and calculate net Accounts Receivable related to time base changes, late dock and various types of overpayments. Reconcile and track established Receivables through the collection process. Notify, prepare and distribute 30-day, 60-day and 90-day letters to employees prior to Financial Services Accounts Receivable Team establishing outside collections.
- Verify established and maintained employee leave balances/ accruals in Absence Management, audit information entered into database, and determine qualifying status.
- Validate and audit records for corrections and/or adjustments as needed based on employee absence reporting, which includes, Vacation, Sick, Personal Holiday, Jury Duty, Military Leave, Maternity/Paternity, CTO, ADO, excess hours and various other leave types. Perform analysis, research, and other duties as directed by the Payroll Manager.

QUALIFICATIONS:

- Full-time equivalent to two (2) years of payroll and personnel experience which has provided the specialized knowledge and abilities listed below, required.
- Some college or vocational training in business, accounting, payroll, Human Resources, or a related field, preferred.
- One (1) year of experience with PIMS and SCO payroll processing, preferred.
- Some knowledge of CSU payroll / personnel procedures, preferred.
- Experience with CMS PeopleSoft Human Resources Payroll systems involving data entry and reconciliation, preferred.
- Experience with data entry and processing payroll in an educational, city, county, or state environment, preferred.

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of general office methods, practices and procedures.
- Thorough knowledge of, or the ability to acquire quickly, CSU policies, procedures, programs, guidelines, applicable state and federal laws, educational codes, and collective bargaining agreements.
- Ability to select and apply a wide variety of moderately complex policies, procedures, programs, and applicable state and federal laws, educational codes, and collective bargaining agreements that are not clearly described in available guidelines.
- Ability to organize work, set priorities, and meet critical deadlines; ability to work independently; ability to make sound decisions and recommendations regarding payroll activities.
- Ability to use current computer word processing and spreadsheet software programs, web browsers, electronic calendaring programs, ERP/HRIS, and data management systems.
- Ability to audit and reconcile data; interpret and apply written rules and regulations.
- Ability to establish and maintain effective working relationships with others; ability to communicate effectively with others; ability to exercise tact, courtesy and good judgment in responding to others.
- Ability to perform mathematical calculations; ability to accurately enter data; ability to follow oral and written instructions.
- Ability to read and write at a level appropriate to the position.

SALARY RANGE: $3,101 – $5,136 per month plus excellent paid benefits. (Anticipated salary will be $3,101 – $3,566 per month, depending on the qualifications of the successful finalist.) The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

POSITION WILL REMAIN OPEN UNTIL FILLED. SCREENING OF APPLICATIONS WILL BEGIN MARCH 21, 2018.

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), **cover letter**, and **resumé** to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382

For questions, please contact: Ms. Robin Lenz (209) 667-3309

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

PURSUANT TO THE *JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT,* THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT. THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'LIMITED MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083, REVISED 7/21/17, AS A CONDITION OF EMPLOYMENT.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

3/6/17