



West Kern Community College District
 Human Resources
 29 Cougar Court
 Taft, CA 93268
 661-763-7805

www.taftcollege.edu

Classified Employment Opportunity

Application Deadline: Friday, September 14, 2018 @ 4:00 p.m.

Payroll Technician

Classified Salary Grade 20 ~ \$3,392.00 – \$4,329.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2018-19 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

DEFINITION

Under general supervision, performs a variety of specialized technical and clerical duties in support of the human resource and payroll functions; prepares and processes payroll; ensures that employees are paid accurately and on a timely basis; prepares and maintains a variety of financial and statistical records, reports and other documents as required; and performs related duties as assigned.

The Payroll Technician responsibilities encompass the full range of payroll functions and include accurately preparing and processing the District payroll in a timely manner.

Employees assigned to these classifications may be cross-trained to ensure continuation of district personnel and payroll operations.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on our website under Jobs and EdJoin.

Websites:
www.taftcollege.edu
www.edjoin.org

Human Resources Department Hours:
 Monday - Friday
 8:00 a.m. – 4:30 p.m.

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Provide information and assistance to faculty, staff, students and community regarding payroll functions, policies and procedures.

Prepares and processes the District payroll for faculty, staff and students.

Reviews and audits payroll related data submitted by employees to ensure accuracy; verifies and codes payroll data according to district guidelines; reconciles payroll data to ensure compliance with overtime laws and applicable bargaining unit requirements; evaluates discrepancies in payment or records and makes adjustments as required.

Coordinates with human resources for validation of employee changes including, but not limited to, salary adjustments, new hires, employment terms, etc.

Coordinates with human resource in establishing employee supplemental benefit programs (such as flexible spending accounts, life insurance, Pre-paid Legal), retirement programs (such as CalSTRS, CalPERS, 457 Plans, 403(b) Plans), health insurance programs (Medical, Dental, Vision) and other voluntary employee deductions for payroll contribution purposes.

Assists in administering mandatory garnishments requested from governmental agencies.

Assists in the compilation, maintenance and updating of various payroll documents and records.

Assists in the preparation and compilation of required board, state and federal reports.

Maintains employee leave and benefit records; assists Director in the monitoring, tracking and coordination of employee leaves of absence ensuring compliance with relevant laws, rules and regulations.

Assists in researching and providing information regarding the District's payroll, leave and retirement records, and related policies and procedures.

Coordinates the sorting and distribution of payroll warrants.

Coordinates the annual compilation, processing and distribution of W-2 statements.

Prepares draft correspondence to employees regarding payroll and leave activities and procedures as assigned.

Provides authorized payroll information for employment verifications.

Assists in the preparation and presentation of workshops on payroll related matters.

Performs a variety of routine clerical and secretarial duties as needed.

Attends workshops and training programs as assigned.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High School diploma or GED and 4 years of clerical experience including bookkeeping, personnel and/or payroll in addition to strong word processing and spreadsheet computing experience or;
- Associate's Degree and two years' experience in clerical experience including bookkeeping, personnel and/or payroll in addition to strong word processing and spreadsheet computing experience.

Desirable Qualifications

- Experience working in a Human Resources or Payroll Department.
- Experience working with QSS/QCC personnel software system.
- Experience in higher education or a public service environment.
- Bilingual: Spanish/English.

Personal

- Ability to independently plan and organize complex work assignments.
- Ability to establish and maintain cooperative working relationships with those contacted in the performance of duties.
- Detail oriented.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students; and of staff and students with physical and learning disabilities.
- Be a team player in a busy educational environment with an emphasis on student success and public service.

Knowledge of:

-
- Effective methods of working with the public.
- Effective written and oral skills.
- General office processes and procedures such as filing and record keeping.
- Basic research and evaluation methods.
- Computer applications such as Word, Excel, e-mail and internet browsers.
- Basic filing methods.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Knowledge of basic accounting and math procedures for computation purposes.
- Data entry and record keeping methods.

Ability to:

-
- Perform technical clerical and accounting duties for the preparation of payroll.
- Maintain records and reports in a neat and accurate manner.
- Learn the Kern County payroll system.
- Learn West Kern Community College personnel and payroll policies and procedures.
- Learn Federal, state and district laws, rules and regulations.
- Keep up-to-date on current payroll rules, regulations, requirements and restrictions;
- Communicate effectively orally and in writing, manage time and maintain confidentiality.
- Understand and work within the scope of authority.
- Work independently as assigned.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a calculator, computer and related office equipment.
- Analyze situations accurately and adopt an effective course of action within assigned polices and processes.
- Meet schedules and time lines.
- Plan and organize work.
- Enter and retrieve data into an electronic system accurately and timely.
- Interpret and apply applicable rules and regulations.
- Carry out oral and written directions.
- Sit for extended periods

PHYSICAL REQUIREMENTS

- Vision sufficient to read documents and computer terminal displays.
- Speech and hearing to communicate in person or by telephone.
- Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
- Sit for long periods of time.
- Ability to lift and carry 25 pounds such as paper and reports.
- Ability to bend and reach to retrieve and file supplies, equipment and documents.
- Reasonable accommodations will be made for candidates and employees with physical disabilities.

PAY RANGE

Range 20 on the Classified Employees Salary Schedule/Non-Exempt.

SUPERVISION

Supervision is received from the Director of Fiscal Services and Executive Vice President, Administrative Services. No supervision is exercised. May take or give work direction on projects as assigned.

HOURS & TERMS OF EMPLOYMENT

Assignment is typically 40 hours per week and 12 months per year. May require evening, over-time, holiday or weekend hours throughout the year.

Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

APPLICATION PROCEDURE

To be considered for review, applicants must submit the following application materials:

1. A District classified application
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. A copy of transcripts (unofficial are acceptable).

Application forms may be obtained from www.taftcollege.edu.

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Classified online application submission: www.edjoin.org

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

APPLICATION DEADLINE

Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, September 14, 2018.

It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.