

Payroll Specialist (Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254390>

Downloaded On: Jul. 22, 2025 6:12pm

Posted Mar. 13, 2025, set to expire Jan. 28, 2026

Job Title Payroll Specialist (Substitute)
Department
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Mar. 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Human Resources
Administration - Accounting & Finance

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4868661/payroll-specialist-substitute>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of

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birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

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Under general supervision from supervisory or management staff, performs the full range of technical tasks supporting the preparation, processing and auditing of District payroll; applies current federal and state regulations as well as county and District policies in the preparation of payroll; and provides specific payroll information to faculty, staff and students.

DISTINGUISHING CHARACTERISTICS

Employees within this class are distinguished from the Senior Payroll Specialist in that the latter serves as a lead supervisor over lower level payroll processing staff. Employees at the Payroll Specialist level are fully aware of the operating procedures and policies of the work unit. Positions in this class series may be filled by advancement from lower level accounting classifications, or when filled from the outside, require prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Audit and prepare payroll information and time reporting documentation; process and balance all adjustments and deductions; ensure accuracy and completeness of time sheets, data records and adjustment sheets; distribute, hold or cancel checks as necessary.
2. Perform on-line computer terminal transactions to input, update and maintain employee payroll records, reports and files; research, calculate and process retroactive, manual or special salary payments.
3. Collect and maintain absences reported from various departments; reconcile absence reports with monthly timesheets; analyze absences for compliance with policies and contact departments to resolve discrepancies.
4. Execute a variety of complex computations involving gross pay, retirement, taxes, vacation, sick leave and other leave balances, voluntary deductions, and worker's compensation payments.
5. Calculate estimated salary advances based upon anticipated deductions, tax changes, salary modifications, terminations or other adjustments; maintain computerized payroll system with appropriate estimated salary amounts.
6. Complete retirement enrollment forms for all PERS eligible employees; monitor retirement

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information and status reports; make adjustments regarding STRS eligible employees in conjunction with Orange County Department of Education Retirement Office.

7. Respond to and research questions received from employees, outside agencies, District departments and other sources regarding payroll processing; assist management, department payroll coordinators, and other district staff in understanding payroll reporting documents, and time reporting procedures.

8. Establish and maintain deadlines in accordance with Orange County Department of Education's payroll processing policies and procedures; ensure coordination and reconciliation of payroll information with Office of Human Resources staff, payroll coordinators, and Information Systems and Services.

9. Interpret policies and procedures from bargaining unit contracts, State Education Codes, Orange County Department of Education, retirement agencies, and the Office of Human Resources; respond to requests for information and assistance from employees, management, outside agencies and the public.

10. Prepare and maintain accurate and up-to-date reports and records on assigned activities; ensure compliance with various federal, state and District policies, rules and regulations.

11. Perform general clerical work; type a variety of letters, documents and requisitions; answer questions in person and over the phone.

12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Pertinent federal, state, county and District laws, codes, regulations, policies and procedures.

Principles, practices and methods of accounting, auditing and financial record keeping.

School district payroll systems and procedures.

Public retirement systems as they apply to payroll processing.

Computer applications and software used in payroll processing.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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Ability to:

Learn various software packages for implementation and application.

Perform difficult payroll work requiring independent judgment and initiative.

Interpret and apply federal, state and District policies, procedures, laws and regulations.

Maintain an accurate database for payroll reporting, related deductions and employee benefits.

Respond to inquiries and requests for information related to payroll and employee benefits.

Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Understand and follow oral and written communications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in payroll, accounting, bookkeeping or a related field.

Experience:

Two years of responsible payroll and/or accounting experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to

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successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. At least minimal environmental controls to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed

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160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

Example: For the following reporting period: September 15th through October 14th, the NBU employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal

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year.

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who

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accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are 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.

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California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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