POSITION: PAYROLL TIMEKEEPING SPECIALIST (PS101466)

LOCATION: San Rafael, CA

SALARY RANGE: $31.97-$38.64 per hour + Benefits (40-Hour Workweek)
(EMPLOYEE PAYS UP TO 7% OF SALARY/WAGE TOWARD CALPERS RETIREMENT PLAN)

DATE POSTED: January 30, 2020

CLOSING DATE: February 24, 2020

OPENINGS: 1 Vacancy and to Create an Eligibility List

OPEN TO: Eligible District Employees

Position Summary
Upon general supervision, this position is responsible for documenting, calculating and analyzing time worked by District employees on a daily basis, including readying timekeeping information for direct import into the general ledger. It also ensures adherence to District policy and union agreements by making certain personnel are appropriately compensated for time worked, special pay assignments, holidays, various earned leaves, etc. The position also performs additional work as assigned.

Minimum Qualifications

Education and/or Experience:
- Requires a minimum four (4) years' full-time position-related experience working with payroll and timekeeping responsibilities.
- Demonstrate an advanced proficiency level in Microsoft Office products.
- Experience in reading, understanding and applying Memorandums of Understanding (MOU’s) and other Policies.
- Knowledge of and familiarity with Enterprise Resource Planning (ERP) systems – i.e. Oracle, Tyler, Sunguard, etc. – other than QuickBooks
- Experience and education on the following is desirable:
  - CPP (Certified Payroll Professional) certification
  - Transportation (Bus & Ferry) timekeeping experience
  - Experience and/or understanding of Giro Hastus timekeeping system
  - Experience and/or understanding of Kronos’ timekeeping system
  - Been involved with a Payroll system conversion

Required License:
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• Desirable to possess and maintain a current, valid driver's license and satisfactory driving record.

Physical Requirements:
Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.

Essential Responsibilities
• Processes bi-weekly and monthly timekeeping/payroll cycles
• Calculates and processes rate changes, retroactive adjustments and special pay assignments
• Applies appropriate payroll taxes and deductions according to state and federal guidelines and procedures
• Processes all garnishments and wage assignments
• Ensures compliance with District policy and union agreements to ensure that personnel are appropriately paid for time worked, holidays, vacations, sick leave, jury duty, various earned leaves, or other compensation exceptions
• Reconciles, calculates and balances hours and minutes to correspond with actual time recorded
• Maintains attendance records
• Assists with audits and other internal/external requests.
• Solves complex timekeeping problems by researching records, files, and various document for 800+ employees
• Performs data entry for direct file transfer into General Ledger system on a daily basis
• Adheres to District protocols and internal controls; recommendations to strengthen both are encouraged.
• Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
• Performs additional related duties as assigned.
• Regular and reliable performance and attendance is required.

Required Knowledge, Skills and Abilities

Knowledge of:
• District timekeeping and payroll systems
• Basic principles of records management and control

Skill in or Ability to:
• Learn, interpret and apply detailed rules, regulations, policies, internal controls and Memorandum of Understanding (MOUs)
• Continuously learn, interpret and apply payroll tax requirements, Federal & State Payroll laws and retirement account regulations
• Consistently maintain highly accurate and detailed time and leave records
• Analyze data and derive a solutions
• Handle confidential information in a professional manner and with discretion
• Establish and maintain effective working relationships with those contacted in the course of the work
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- Spot irregularities and independently research authoritative documents to find solutions
- Be a self-starter who is dedicated to complete assignments accurately, efficiently, effectively and with great attention to detail
- Prioritize work assignments and multi-task within strict deadlines

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District’s Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add ‘@goldengate.org’ as an accepted address to any email blocking or spam-filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:
1. GBHTD Online Employment Application
2. Resume (Attach to your online application)

THE SELECTION PROCESS FOR THIS POSITION may include:
- Written Skills Assessment Examination
- Oral Panel Interview
- Department interview for final candidates
- Background, Employment and Security Investigation

** The District will invite only those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.
The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

To Learn More: [EEO Policy Statement](mailto:)

To File an EEO related concern contact the EEO Program Office:
**EEO Officer**
(415) 257-4537
[eeofficer@goldengate.org](mailto:eeofficer@goldengate.org)