

DIRECTOR, PAYROLL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the processing of the District's payroll; ensures all employees are paid in an accurate and timely manner; performs technical accounting work to ensure regulatory compliance with applicable laws, rules, regulations, and standards; administers current and long-term planning activities; provides highly complex and responsible support to the Associate Vice President, Fiscal Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Associate Vice President, Fiscal Services. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages District-wide payroll and benefits activities. The incumbent organizes and oversees day-to-day payroll processing, reporting, and record-keeping activities and required reporting in accordance with Federal, State, and local laws, rules, and regulations. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Associate Vice President, Fiscal Services in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with other departments and divisions. This class is distinguished from the Associate Vice President, Fiscal Services in that the latter is a senior-level department-head classification with responsibility for directing and overseeing all functions of the Fiscal Services Department as well as developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the Payroll Department, including preparing, monitoring, and analyzing payroll and tax information, processing, reporting, and record-keeping.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the department budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting

relationships; identifies opportunities for improvement and makes recommendations to the Associate Vice President, Fiscal Services.

- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Associate Vice President, Fiscal Services.
- Ensures all payroll transactions are handled according to regulations, District policies, and Fiscal Independence standards.
- Conducts complex payroll calculations and performs various audit and verification procedures related to processing the District's payroll.
- Manages and participates in all activities related to the District's in-house payroll function, including the pre- and post-payroll audits, preparation and review of quarterly and annual tax reports and returns, implementation of periodic District-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable Federal, State, and local laws, rules, and regulations.
- Manages the processing of payroll cycles ensuring timely and accurate payments to employees.
- Manages communication between payroll, accounting, and human resources to ensure employees' job records are entered into the payroll system in an accurate and timely manner.
- Manages communication within the Payroll Department to ensure smooth and efficient payroll activities, streamlines payroll processes, and prevents duplication of efforts.
- Processes employee garnishments as required by a variety of Federal, State, and local agencies; tracks and reports garnishment information accordingly.
- Directs the processing and reviews and/or approves payroll batching reports, error reports, payroll registers, payroll warrants and wire requests, tax deposits, tax tables, periodic tax returns and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's, rate schedules, and pay period tables.
- Creates, edits, and reconciles CalSTRS (California State Teachers Retirement System) and CalPERS (California Public Employees Retirement System) employee retirement reports; uploads retirement data for processing and reporting by an outside agency.
- Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements emerging technologies related to the payroll function; implements policy and procedural changes after approval.
- Coordinates services with other District departments and divisions and with outside agencies; coordinates a cooperative payroll functions and programs; interprets and ensures compliance with Federal and State codes and regulations and District Board policies and procedures related to payroll.
- Provides highly complex staff assistance to the Associate Vice President, Fiscal Services; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of payroll; researches emerging products and enhancements and their applicability to District needs.

- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of the District finance, including payroll accounting, auditing and reporting functions.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- Automated accounting application and finance systems and computer software and systems related to payroll processes; other computer applications related to the work, including word processing, database, and spreadsheet software.
- Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the District's various contracts and documents.
- California Public Employees Retirement System and California State Teachers Retirement System laws, procedures, and reporting requirements.
- Principles and practices of auditing payroll documents.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.

- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, and methods.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record-keeping functions, and basic employee benefits processes.
- Effectively represent the department and the District in meetings with governmental agencies and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Review payroll and other financial documents for completeness and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, business administration, or a related field and five (5) years of increasingly responsible payroll experience and/or management experience. Experience in a payroll office in an institution of higher education and experience with complex integrated payroll enterprise application system are highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or

calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.