

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Manager, Payroll Services**

**Purpose Statement**

The job of Manager, Payroll Services is done for the purpose/s of managing the operation of the payroll unit in the preparation, processing, and auditing of internal and external payrolls; providing technical expertise and advisory services to the County Office, school districts and other personnel regarding payroll administration; and supervising and evaluating the performance of assigned personnel.

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**Essential Functions**

- Analyzes and resolves special and unique payroll problems related to several factors (e.g. over payment recovery, underpayment, assignment change agreements, work calendars, benefit accruals, etc.) for the purpose of determining the causes of errors and developing methods and procedures to minimize future errors.
- Attends and conducts staff and management meetings and serves on various committees for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with all levels of staff through bulletins, reports, newsletters and other means for the purpose of informing of legal developments, deadlines, revisions to policies or other payroll related matters.
- Conducts workshops, in-services, or training sessions for the purpose of communicating information, enhancing efficiency and productivity of personnel, and ensuring project objectives are achieved.
- Consults with school districts and County Office staff for the purpose of defining payroll system user needs, reporting requirements and problems.
- Coordinates payroll unit operations with Business Services and Integrated Technology Services staff for the purpose of communicating legal and procedural changes for system updates or enhancement to ensure compliance with a variety of laws, rules and regulations.
- Corresponds with appropriate federal, state and county agencies for the purpose of resolving questions of procedures or laws impacting payroll management.
- Directs department operations of a large unit engaged in processing the payrolls for a variety of organizations (e.g. SDCOE, school districts, community colleges, charter schools, public agencies, etc.) for the purpose of providing services for participating organizations in the countywide centralized payroll system and doing so within established timeframes and in compliance with related requirements.
- Interprets and analyzes State and Federal laws, regulations and established policies for the purpose of assuring compliance with all payroll related matters.
- Oversees and coordinates a variety of payroll related activities and functions (e.g. centralized shelter annuity processing, production and reporting for W-2 data, processing and reporting of garnishments, etc.) for the purpose of achieving organizational objectives and ensuring compliance with legal and financial regulations.
- Performs a full range of payroll support duties in staff's absence (e.g. time and labor calculations, leave and benefits calculations, internal and external audits, etc.) for the purpose of ensuring payroll deadlines and related processes are met in a timely and efficient manner.

- Prepares and maintains a variety of manual and electronic information (e.g. external and internal reports, training manuals, recommendations, proposals and results of special studies and projects, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing reference materials as mandated and/or requested.
- Reviews Internal Revenue Service publications, appropriate legal services publications, and other publications for the purpose of maintaining current knowledge of applicable legislation, technological advances, new legislation and reporting requirements affecting payroll management.
- Serves as a technical resource to internal and external staff for the purpose of interpreting and applying payroll and benefits laws, rules, regulations, bargaining unit contracts, policies and procedures.
- Supervises and evaluates assigned staff for the purpose of determining workload priorities and adjusting assignments as needed to meet established time lines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing and applying pertinent policies, codes and requirements; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and performing mathematical and statistical computations.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: general accounting procedures; integrated payroll software; concepts of database structures; federal and state payroll regulations and laws; laws, codes and regulations for centralized payroll system utilized by school district employers; practices of personnel administration; and payroll and timekeeping systems and software.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; and maintaining confidentiality; setting priorities; and working as part of a team; adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often

required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency Education:

Any combination of experience and education that would likely provide the required knowledge and abilities and be equivalent to a bachelor's degree from an accredited institution of higher learning with major course work in accounting, finance, business, public administration or a closely related field.

Experience:

Four or more years of professional-level, related experience in payroll or personnel department of a large agency including at least three years of directly related and progressively responsible experience with payroll, accounting and budgeting, complex financial models and data analysis. School district payroll experience is highly desirable and Oracle/PeopleSoft experience is preferred.

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

**Personnel Commission Approved: October 19, 2016**