



**DIRECTOR OF PAYROLL SERVICES**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M6	2/1/08	Classified Administrator	1 of 2

**DEFINITION:** Under administrative direction, this incumbent plans, manages and organizes all District Payroll functions, including payroll preparation, payroll reconciliations, taxes, accounting reporting, miscellaneous deductions, preparation and auditing of all mandated health benefits.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

Directs and manages all payroll processes and related obligations of the District Payroll Department.

Oversees the preparation of the regular, variable and emergency payrolls for active district employees, and retiree benefit payroll. Reviews payroll control reports and approves payroll transmissions.

Supervises the maintenance of all payroll records and reports including those required to meet STRS and PERS and other state, local, and federal requirements.

Audits the accuracy and integrity of all payrolls, benefit health cost premiums, mandated benefit cost and balances the general ledger.

Provides technical direction to managerial, professional and clerical staff conducting various payroll activities. Investigates and corrects complex and unusual payroll problems.

Oversees the quarterly and year- end tax balancing and auditing process. Ensures payment of payroll taxes and withheld wages and preparation of federal, state tax returns.

Reports long-term disability data to third party insurance carriers and corresponds with employees concerning disability process and reporting procedures.

Works closely with the IT Department to implement and maintain system applications which ensure that payroll and time reporting meet STRS, PERS, local, federal, and state laws, collective bargaining agreements and district policies and procedures.

Maximizes technology functionality to ensure system is fully optimized. Recommends payroll system modifications to meet changes in laws, regulations, tax requirements, reporting procedures, accounting policies and organizational needs.

Confers with Colleges, Human Resources Department, Information Technology Department, and external agencies including auditors, attorneys, state retirement agencies, health benefit agencies, consultants, and federal and state agencies.

Selects, develops and motivates effective staff to assure the attainment of productivity and service objectives.

Attends and participates in various meetings; serves as liaison to District staff and outside agencies on matters related to payroll issues; participates as a member of related boards and committees to represent the District's interests.

Ensures timely report transmittals and payments to the CalPERS and CalSTRS retirement systems regarding

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employee resignations, retirements and agency requirements.

Develops and recommends payroll policies and procedures in accordance with laws and regulations.

Oversees billing and invoicing processes for all health, dental and other employee benefits.

Develops, implements, and administers a variety of special projects.

Reviews and makes recommendations concerning proposed legislation and policy issues and analyzes proposed legislation affecting payroll issues to ensure district payroll procedures are in compliance.

Performing other related duties as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Regulations, policies, and standards governing payroll and benefits processes.  
Federal, state, and local reporting requirements relating to payroll processes.  
Principles, methods, and techniques of supervision.  
Computerized payroll/accounting systems and data processing systems.

#### Ability to:

Plan and manage multi-campus payroll processes.  
Work in a diverse environment.  
Plan and coordinate the work of a fast paced, deadline-driven organization.  
Hire, train, and evaluate the work of others.  
Prepare concise, clear reports.  
Develop and implement improved practices and procedures.  
Design and coordinate District-wide training on computerized payroll system.  
Ensure timely completion of office tasks in compliance with legal requirements and District policy.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of performing duties.

**Education/Training:** A Bachelor's degree from an accredited college or university in accounting or a closely related field.

**Experience:** Five years of supervisory or management experience overseeing payroll administration to include accounting, payroll taxes and retirement in a large and complex organization. Sensitivity and understanding of diversity in the workplace and educational environment.

Adopted: 01/30/08