



PAYROLL SERVICES SUPERVISOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Supervisory	68	12/15/2016	Classified	1 of 2

DEFINITION:

Under the direction of the Director of Payroll Services, the Payroll Services Supervisor plans, organizes, and supervises the work of the payroll technicians and other clerical staff; explains and interprets payroll procedures and processes for others; performs a variety of complex payroll functions; and performs other related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

- Plans, organizes, and supervises the work of the District payroll technicians and other clerical staff. Collaborates with accounting services, purchasing services, facility services, and college business management and staff to ensure seamless operations.
- Oversees the maintenance of payroll records and resolves discrepancies with payroll documents and records, including errors in payment, deductions, and benefit accruals.
- Reviews the work of subordinates for accuracy, completeness, and compliance.
- Processes the District classified monthly payroll, oversees and processes District Tax Sheltered Annuity (TSA) programs, sick leave, and worker’s compensation.
- In collaboration with the Information Technology Department, assists in the development and ongoing maintenance of computer application procedures pertaining to the processing of payroll documents.
- Provides training to assigned departmental staff and assistance to other District employees regarding payroll procedures and processes. When necessary, confers with other agencies regarding interpretation and application of laws, policies, and regulations.
- Reviews and evaluates employee performance to ensure efficient and effective operations to foster an environment of continuous improvement.
- Resolves substantive problems, payroll procedure interpretations, discrepancies and handles non-routine inquiries related to payroll.
- Receives and attempts to resolve complaints involving payroll functions and responds to information requests regarding payroll matters.
- Evaluates, revises, and implements work methods and assigns work flows used by the unit in processing payroll documents and data.
- Assists in design and recommendations of District payroll procedures, guidelines, and practices to ensure accuracy in processing and the meeting of deadlines.
- Assists outside auditors by providing payroll documentation and works with the Director of Payroll Services on any audit responses and/or corrective actions.
- Professionally communicates by written correspondence, e-mail, and telephone with both internal and external recipients.
- Participates in the employment process for new payroll staff.
- Evaluates the work of assigned staff.
- Participates in all phases of payroll work as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Regulations, policies, and standards governing payroll and benefits processes.



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- Federal, state, and local reporting requirements relating to payroll processes.
- Operation of payroll and financial accounting systems and the input and securing of information and data.
- Principles of supervision and training.

Ability to:

- Plan, organize and supervise the operations of a payroll office.
- Analyze data and draw sound conclusions.
- Prepare and maintain accurate, concise and complete records and reports.
- Speak and write effectively.
- Establish and maintain cooperative working relationships.

Education and Experience:

Equivalent to the completion of an AA degree from an accredited institution of higher education.

Three years of increasingly responsible professional payroll experience, including at least one year at a supervisory level.

Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.

Actions: Adopted by the governing board on April 27, 2016

Amended: December 14, 2016