

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - PAYROLL SERVICES

BASIC FUNCTION:

Under the direction of the Director III-Internal Business Services, plan, organize and direct the payroll services of the County Office of Education; assure successful, accurate and timely pay of County Office employees; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct the payroll services of the County Office of Education; assure successful, accurate and timely pay of County Office employees; develop and implement short-term and long-term plans.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train payroll staff; review, update and advise staff on policies, processes and procedures.

Provide Internal Business Services accountants with employee payroll charges; assist Internal Business Services accountants with questions regarding payroll information processing and posting to the general ledger.

Direct the preparation and maintenance of a variety of narrative and statistical reports; records and files related to personnel and assigned activities; review and verify Unemployment Insurance report for accurate data; compile data for Human Resources employee contract negotiations; review and correct W2 data and submit to appropriate department; submit County Office payroll data to appropriate federal agency; compile and complete the Special Education quarterly reimbursement payroll and benefit data; submit mandated cost information to Human Resources for employee union business costs; compile third party sick leave data and process those employee FICA and Medicare charges.

Extract data to support payroll to pay employees and balance their payrolls; extract employee leave information and distribute to appropriate program, site or department; compile sick leave and vacation liability reports; generate classified employees vacation accrual through absence tracking and clear accruals from the system according to established procedures.

Provide technical expertise, information and assistance to management regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Research current or former employee requests to purchase non-member or refunded PERS service; review archives and document position, time worked and pay rated by work month; compile information and submit to CalPERS according to established procedures.

Compile data for use in contract negotiations; interpret labor contracts as necessary; perform special projects regarding payroll data as necessary for management decisions.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provide support and advice to school districts and charter schools regarding payroll related matters; receive and respond to phone calls and emails in a timely manner.

Develop and prepare the annual preliminary budget for payroll services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned.

Attend and conduct a variety of meetings as assigned; chair and participate on assigned committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of the Payroll Services of the County Office of Education.

County Office employee contracts.

Schools payroll software system.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies, procedures and Education Codes.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the Payroll Services of the County Office of Education.

Assure successful, accurate and timely pay of County Office employees.

Review various documentation and reports for accuracy.

Supervise and evaluate the performance of assigned staff.

Establish procedures to comply with State and federal rules and regulations.

Develop system controls and office policies.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, business services or related field and four years increasingly responsible payroll services experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

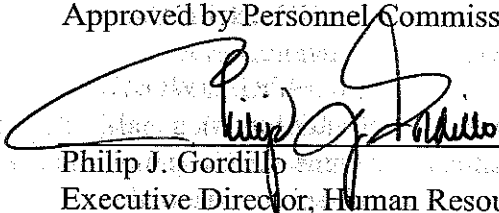
PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011



Philip J. Gordillo
Executive Director, Human Resources

Date 7/6/11