

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – PAYROLL SERVICES

BASIC FUNCTION:

Under the direction of the Manager - Payroll Services, supervises, organizes, and performs complex payroll and retirement computations; supervises internal payroll staff, evaluates the performance of assigned personnel, and provides training on internal payroll processes; assists in planning and developing new and revised payroll procedures; researches and resolves payroll discrepancies; provides technical and procedural assistance to administrators, program managers, and internal staff.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Assists with establishing internal payroll processes to ensure efficiency in compliance with payroll laws and regulations; oversees departmental workload for assigned personnel; supervises, plans, and organizes the operation of payroll documents in Payroll Services, such as paper and electronic timesheets, attendance, and other related payroll documents.

In collaboration with other departments, evaluates and analyzes existing payroll practices to implement continuous improvement measures within Payroll, which achieves the highest levels of efficiency and computerization of all payroll systems.

Communicates with administrators, personnel, outside organizations, and customers in an interpersonally skilled manner, by using courtesy, tact, diplomacy, sensitivity, patience, and professionalism to exchange information, coordinate activities and resolve issues or concerns; responsively addresses inquiries, concerns, or complaints from employees throughout the County.

Supervises and evaluates the performance of assigned staff; interviews and assists with selection of employees; provides guidance to staff, including delegating, distributing, prioritizing, and reviewing work.

Provides on-going training and support to assigned staff on payroll processes and procedures; meets regularly with assigned staff to provide guidance and support.

Conducts reconciliations and post-processing quality control to assure accurate payroll and payroll taxes; analyzes, interprets, and administers laws and regulations relating to payroll.

Assures payroll activities comply with STRS/PERS rules, State and federal regulations, applicable Education Codes and other laws, procedures and policies related to SCCOE's payroll reporting and processing.

Participates in special projects regarding payroll data as necessary for management decisions; provides support and compiles data for use in contract negotiations; interprets labor contracts, as necessary.

Supervises the gathering, classifying, and summarizing of payroll data to identify discrepancies, and develops and implements a course of action to resolve discrepancies.

Maintains current knowledge of federal and State law changes, and other regulatory changes; advises and provides training on new legislation and procedures. Operates a computer and other office equipment as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Supervision of the Payroll Services of the County Office of Education.
County Office employee contracts.
School financial software system.
Standardized Account Code Structure (SACS).
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, procedures, and Education Codes, including those affecting County Office and school district benefits, payroll, and other financial activities, such as STRS and PERS.
Audit principles and techniques.
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.
Serve as an expert resource to the County Office in the areas of employee payroll and benefits.
Assure successful, accurate and timely pay of County Office employees.
Review various documentation and reports for accuracy.
Supervise, train, and evaluate the performance of assigned staff.
Establish procedures to comply with State and Federal rules and regulations.
Develop system controls and office policies.
Develop and conduct workshops and provide in-service training.
Communicate effectively both orally and in writing.
Respond to and resolve difficult and sensitive inquiries, problems, and complaints.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Research and analyze data and make recommendations on the formation of new and varied payroll related policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Maintain resource contacts with officers of Federal, State, and local government agencies.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
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.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration or a related field and three years accounting experience in an educational organization, including work with governmental budgetary and fiscal systems, models, and procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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 the Personnel Commission: July 13, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 7/13/22