

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - PAYROLL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, directs, coordinates, and supervises the payroll operations and activities of the Santa Clara County Office of Education (SCCOE); oversees and audits the preparation, processing and maintenance of the SCCOE's payroll to assure employees are paid accurately, timely and within established requirements; assures proper completion of tax, retirement plans and other reports; supervises, trains and evaluates the performance of assigned personnel.

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:

Plans, manages, directs and coordinates the activities of the Santa Clara County Office of Education's payroll department to assure timely and accurate pay for SCCOE and district payroll; organizes departmental workload, sets departmental priorities and manages timelines.

Develops and revises departmental and payroll policies, procedures, and work flow to ensure an efficient, high-performance, collaborative, team-oriented, and service-oriented operation, supportive of district and departmental objectives and goals, which complies with payroll laws, and regulations.

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; serve as a technical expert to administrators and employees concerning payroll activities; responsively addresses inquiries, concerns, or complaints from employees throughout the County.

Supervises and evaluates the performance of assigned staff; establishes and enforces work standards and performance expectations for staff; coordinates, trains, provides work direction, and guidance to staff, including delegating, distributing, prioritizing, and reviewing work; counsels and evaluates assigned staff.

Assures payroll is processed timely and in accordance with established guidelines; oversees and audits the preparation, processing and maintenance of SCCOE and district payrolls to assure employees are paid in an accurate and timely manner; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.

Conducts reconciliations and post-processing quality control to assure accurate payroll and payroll taxes; analyzes and identifies data integrity issues with existing and proposed systems and provides preventative measures and immediate solutions; addresses over and under payments and arranges

repayment plans in collaboration with affected employees and relevant departments.

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.

Directs, reviews, verifies, compiles, reconciles and provides reports related to payroll activities, such as, but not limited to Unemployment Insurance, CALPERS, CALSTRS, W2, negotiations, mandated costs, third party sick leave, FICA, Medicare, tax reports including the W-2C, W-3C, Form 941, DE6, DE7, and Section 125 Flex Plan, Section 457 and Section 403(b) plans, and census data and public information requests.

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

Plans, attends, and conducts a variety of meetings workshops, seminars and trainings, as assigned, which may occur beyond the normal work day or work week; participates in and provides support to a variety of advisory groups and other committees to collect and analyze necessary data for program improvement, including but not limited to active involvement with QSS user and advisory groups.

Maintain current knowledge of federal and State law changes, and other regulatory changes; advise and provides training on new legislation and procedures.

Operate a computer and other office equipment as assigned.

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.

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 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 from an accredited college or university with major coursework in accounting, business administration or related field and four years increasingly responsible payroll services experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

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.
Bending at the waist, kneeling or crouching to retrieve and file materials.
Sitting for extended periods of time.
Lifting light objects.

Approved by the Personnel Commission: June 23, 2011; Revised: October 8, 2014; February 11, 2015;
Revised Approval: August 9, 2017



Kristin Olson
Director-Classified Personnel Services

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