

## SENIOR PAYROLL SPECIALIST

### DEFINITION

Plans, coordinates, and supervises the analysis, development, and implementation of new and revised policies and procedures, of payroll to improve the efficiency of the services including but not limited to financial, retirement, legal, payroll related expenditures, and postings into the general ledger of the District.

### TYPICAL DUTIES

- Oversees and evaluates the work of payroll services personnel developing and maintaining payroll processing data records in SAP to insure proper documentation and compliance with laws, rules, and regulations.
- Reviews existing documents, and develops new practices, transactions, procedures, and reports related to the responsibilities of the division as they relate to payroll and accounting functions.
- Coordinates with Business Tools for Schools (BTS), Benefits, Human Resources, Personnel Commission, Human Resources, General Accounting, and other departments on procedural forms and controls impacting payroll processes, for the purpose of developing more efficient systems.
- Collaborates with BTS teams on the development of system requirements, process designs, detailed business activities, and data mapping and modeling to support the maintenance of SAP Payroll accounting and financial processes.
- Monitors and analyzes operational processes and workflow to identify specific opportunities for improvement, and evaluates user feedback to modify and remediate defects in workforce models and forecasts, in collaboration with key stakeholders.
- Assists BTS teams by identifying problems in payroll and accounting systems and makes recommendations and implements long range developmental plans, and procedures for problem prevention or solution.
- Analyzes, evaluates, and makes recommendations regarding cost and benefit factors in taxation, banking, and deduction areas of payroll operation to improve operating effectiveness through process improvements.
- Analyzes union contracts, Personnel Commission and Board of Education rules and reports, and Education Code changes to determine effect on payroll processing and to recommend changes in payroll procedures, forms, and records as necessary.
- Gathers and analyzes data related to payroll grievances; consults with employees and their representatives and Staff Relations personnel to resolve grievances and complaints; determines the Branch's position in regard to individual cases; and represents the Branch in grievance hearings.
- Oversees payroll accounting duties such as tax reporting and reconciliation, posting and reconciling payroll disbursements, monitoring automatic payroll depositions, and warrant reconciliation functions and coordinates the resolution of related errors.
- Composes bulletins, memoranda, procedural manuals, and reports for Branch and District-wide distribution.
- Provides technical support, direction, and training to section and unit supervisors in implementing changes.
- Develop and present programs to provide training and to administrators, time reporters, and other personnel regarding payroll procedures and problem resolution.

Research, analyze, prepare, and review various projections, transactions, reports, and statements and ensure accuracy and conformance with guidelines, policies, procedures, and laws.  
May represent the Branch at Divisional and inter-Divisional meetings, as necessary.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Payroll Specialist oversees and supervises the activities of multiple units with the Payroll Administration Branch and monitors the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.

The Payroll Administration Manager plans and supervises various elements of the payroll operations program and recommends long-range developmental plans to ensure the efficiency of payroll services.

The Payroll Specialist III analyzes the payroll system and procedures and provides technical support and oversight for Payroll Administration Branch staff.

## SUPERVISION

General direction is received from a Payroll Administration Manager. General supervision is exercised over professional, technical, and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Functionality and processes of SAP Human Capital Management System  
Policies, rules, and regulations related to the States Teachers' Retirement System, Public Employees; Retirement System, and Public Agency Retirement System  
Principles, practices, systems, and procedures involved in payroll including deduction control, records maintenance and documentation, and payroll accounting  
Federal, state, local, and District laws, policies, rules, and regulations related to payroll and accounting processes Internal Revenue Service (IRS) and Franchise Tax Board (FTB) circulars as they pertain to salary taxation  
Research, statistical, and forecasting methods used in payroll analysis and management  
Grievance procedures  
Principles of work simplification and forms design  
Principles of supervision, leadership, and training methods  
Best customer service practices and the measurement (metrics) of those practices  
Fundamentals of systems analysis for data processing

### Ability to:

Plan, schedule, and coordinate the operation of complex payroll and retirement systems  
Effectively manage the work of and provide leadership to multiple units of professional, technical, and clerical personnel  
Analyze and interpret data by drawing meaning and conclusions from quantitative or qualitative data  
Focus on attention to detail of work content, work steps, and final work products  
Leverage technology for improvements in organizational efficiency and effectiveness

Develop and interpret rules, regulations, policies, procedures, and practices related to Payroll Accounting  
Anticipate complex payroll and accounting system problems and apply research and analytical techniques for resolution  
Work effectively and cooperatively with all levels of District personnel, representatives of government agencies, and various private organizations  
Effectively utilize computer equipment and software in the performance of duties  
Train and supervise employees in systems and procedures implementation  
Prepare clear and concise instructions, manuals, and reports  
Remain calm and pleasant under pressure and in stressful situations  
Work in a fast-paced environment with multiple deadlines  
Listen, and communicate effectively with customers  
Develop effective written and oral presentations  
Utilize Microsoft operating systems: Word, Excel, and PowerPoint

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, accounting public administration, information systems, or a related field. Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Four years of experience as a professional or lead providing work direction utilizing the SAP Human Capital Management system in payroll processing with responsibilities in such areas as payments, deductions, personnel assignments, accounting, customer service, grievance processing, application of payroll regulations, employee service error resolution computer programming, time and attendance, or systems analysis in a school district with an average daily attendance of at least 10,000 or a large public or private sector company of 25,000 employees or more.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
01-21-21  
RGK/JXC