

	Class Codes	Units
DIRECTOR OF PAYROLL ADMINISTRATION	1033	VE
DEPUTY DIRECTOR OF PAYROLL ADMINISTRATION	1037	VV

#### DEFINITION

Plans, organizes, directs, coordinates, drives continuous process improvement, and controls the activities of the Payroll Administration Branch of the Accounting and Disbursements Division. The Deputy Director assists in the management of the Branch and acts for the Director as required.

#### TYPICAL DUTIES

Directs the activities of the Payroll Administration Branch and coordinates with administrators at school sites, and departments such as the Office of General Counsel, Personnel Commission, Human Resources, Office of Labor Relations, Benefits Administration, Integrated Disability Management, Information Technology, BASE, and other offices regarding:

- Audit, reporting, and payment of and accounting for salary, payroll deductions, benefits, retirement-system contributions, and related obligations of the District.
- Maintenance, review, and analysis of records of personnel assignment actions, time reports, salary payments, benefits, and payroll deductions.
- Investigation and correction of payroll problems and the maintenance of working schedules and procedures.
- Development and maintenance of records related to SAP processing of time, payroll data, and information to assure proper documentation and distribution of funds.

Develops, recommends, or approves payroll policies and procedures affecting the Branch and the District.

Develop, plans, directs, and coordinates the training of and communication of payroll concepts, updates, changes, and policies to time-reporting personnel in schools, and offices and assures maintenance of procedural instructions.

Directs the preparation of presentation material for end users in regards to working knowledge of SAP activities, timekeeping, time approval and school front end.

Confers with a variety of groups, including school administrators, officials of public agencies and private corporations, and union representatives regarding payroll policies and procedures, including compensation theories and policies, benefits, deferred compensation, and prerequisites.

Directs, manages, oversees, and recommends solutions to all customer service activities and reviews metrics related to the District shared business processes.

Oversees and manages with the assistance of the Information Technology BASE team with the development of system requirements, process designs, detailed business activities, data mapping, and data modeling to support the maintenance of SAP time and payroll processes.

Oversees and manages the development of District work schedules, calendars, and workshop presentation for District staff.

Reviews and participates in the analysis of laws, regulations, collective bargaining unit contracts, legal opinions, and legal decisions that affect the payroll process.

Directs and administers Branch personnel functions, including staff training, grievance

adjustment, transfer approval, selection and evaluation of supervisory personnel, and liaison with other organizational units regarding personnel matters.  
Directs the preparation of and approves Branch budget requests and reports originating in the Branch.  
Participates in the development and implementation of Division policies, procedures, and programs.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Payroll Administration manages the Payroll Administration Branch of the Accounting and Disbursements Division. The Deputy Director assists in the management of the Branch and acts for the Director as required and in the exercise of delegated authority.

The Controller directs and coordinates the administration of the Accounting Controls, Financial Audits, Student Body Accounting, Accounts Payable, General Accounting, Treasury, Revenue, and Payroll Administration Branch of the Accounting and Disbursements Division.

A Director of Accounting manages a branch of the Accounting and Disbursements Division with responsibility for major accounting and related functions.

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.

## SUPERVISION

The Director receives administrative direction from the Deputy Controller. The Director exercises general direction over the Deputy Director; both provide general direction over the Payroll Administration Manager, section heads, and other Branch personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of payroll, business administration, financial management, and fringe benefit administration, including goal setting, and program and budget development and implementation
- Theory and practice of business management with particular emphasis on systems design and control techniques Provisions of the Education Code and other law relative to wages, salaries, fringe benefits, and deductions
- Principles and practices of benefits, Human Resources, and Personnel Commission as related to providing first level customer service to employee
- Collaborative problem solving methods for resolving conflicts and promoting cooperation
- The District's day-to-day operating environments, available tools and procedures related to customer service
- Federal, State, and local laws pertinent to the activities of the Branch and Division
- Capabilities, operations, and SAP applications of electronic data-processing hardware and software
- Laws, regulations, collective bargaining unit contracts, court decisions, and legal interpretations concerning certificated, classified, and other employee salaries and benefits

Ability to:

- Make critical payroll operational decisions based upon an objective evaluation of the facts and considering all possible options
- Measure, leverage, and analyze complex statistical and financial data and workforce models, and resolve issues to maximize organizational performance
- Coordinate personnel management activities and resolve immediate and long-range problems
- Apply technology in solving business problems
- Evaluate current practices, procedures, issues, problems, and develop and implement continuous improvement activities with the Branch
- Train supervisory staff and direct training of time-reporting personnel
- Oversee process improvement and organize activities to meet deadlines
- Analyze laws, regulations, and make interpretations
- Conduct and participate in meetings and conferences, and develop and build effective teams
- Establish and maintain effective working relationships with District administrators, employees, union representatives, management personnel, and other individuals from private and public organizations
- Communicate clearly and effectively both orally and in writing, and convey complex information to persons at various levels of understanding

ENTRANCE QUALIFICATIONS

Education:

Director:

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.

Deputy Director:

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 up to 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, and completion of 12 semester units or equivalent quarter units in college courses in the aforementioned fields is required.

Experience:

Director:

Four years of management-level experience in payroll administration involving critical deadlines, interpretation and application of laws and rules, and control of applicable procedures in a public jurisdiction or private firm with at least 1,000 employees. Management level experience in accounting, finance, business administration, budget development, or personnel administration may be substituted on a year-for-year basis for up to two years of the above experience. The aforementioned experience within an SAP environment is preferable.

Deputy Director:

Four years of management-level or supervisory experience in payroll administration accounting, finance, business administration, budget development or personnel administration involving critical deadlines, interpretation and application of laws and rules, and control of applicable procedures in a public jurisdiction or private firm with at least 1,000 employees. At least three years of the aforementioned experience must be at the management level.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

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