



PERSONNEL COMMISSION

Class Code: 0870
Salary Range: 55 (M2)

PAYROLL DIRECTOR

JOB SUMMARY

Under administrative direction, plan, organize, coordinate and supervise the payroll activities, functions and personnel of the payroll branch; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop procedures and practices to ensure the timely preparation and processing of payroll timesheets and records for the issuance of salary warrants to District employees; organize and coordinate the receipt and review of payroll timekeeping records, entry of payroll data into the computerized system, production of salary warrants and the collection and disbursement of withholding taxes. **E**
- Prepare and distribute payroll calendars with timeline dates for each pay period. **E**
- Develop and issue a payroll manual for branch personnel and conduct or direct the training of staff in payroll requirements and procedures. **E**
- Evaluate the District automated payroll system; troubleshoot and resolve discrepancies with data, coding and recording a variety of payroll information; coordinate with information systems personnel the development and implementation of new items such as data fields and data storage and manipulation of data for reports and reference uses. **E**
- Direct the compilation and preparation of other payroll data such as retirement contributions, tax sheltered annuities, garnishments and credit union deductions. **E**
- Calculate and direct staff in effecting authorized changes in salary range allocations, pay rates, cost-of-living or other compensation for certificated, classified and other District personnel. **E**
- Direct the submission of payroll information to the accounting system for posting to salary and employee benefits accounts. **E**
- Develop and evaluate client service provided to site personnel who record employee timesheets and to employees with questions regarding payroll problems and matters. **E**
- Plan and manage the maintenance and storage of payroll records and files. **E**
- Plan and coordinate personnel/payroll functions with the Human Resource Services Branch in order to meet timelines and ensure accuracy of data. **E**

- Interpret and apply State and Federal laws and regulations and District bargaining unit contracts affecting payroll procedures. ***E***
- Prepare and distribute mandated reports. ***E***
- Evaluate and recommend improvements to the management the District payroll system. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Payroll Director plans and directs the payroll branch activities and staff performing payroll work. The first priority of the branch is to serve the District workforce by producing accurate pay checks on time. An incumbent oversees the training of payroll personnel, evaluates the interaction between staff performance and the utilization of automated systems and determines the most effective procedures to process payroll data and produce warrants. A Payroll Director is the primary source in information on the laws and regulations governing payroll deductions and procedures and authorized reports on payroll activities. An incumbent has frequent ongoing contact with District employees, administrators and personnel in other jurisdictions (e.g. the Los Angeles County Office of Education).

EMPLOYMENT STANDARDS

Knowledge of:

Preparation and processing of timekeeping and related payroll records and documents.
The application of computerized systems for payroll computations and warrant production.
School district organization and objectives.
Collective bargaining agreements.
Board Administrative Regulations and Personnel Commission Rules.
Principles and practices of budgeting for personnel.
Principles and practices of management, supervision, discipline and training.
Accounting principles, procedures and practices.
Applicable sections of the Education Code and other regulations governing payroll activities.

Ability to:

Direct and supervise assigned payroll functions.
Develop and evaluate payroll functions and recommend modifications and improvements.
Supervise and evaluate the performance of subordinates.
Meet schedules and timeliness
Operate a payroll computing system and personal computer.

Interpret, apply and explain rules, regulations and procedures.

Analyze data and information and prepare reports.
Direct the maintenance of accurate records and files.
Interact with skill and tact with employees and the public.
Establish and maintain effective working relationships with others.

Education and Training:

Graduation from an accredited college or university with a Bachelor degree, preferably with a major in accounting, financial or business administration or a closely related field is required.

Experience:

At least five years of financial experience, preferably in a public agency, involving the administration and management of payroll, accounting or budgeting systems. Such experience should be in an organization with annual budget of no less than \$130 million and a workforce of no less than 2000 employees.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities may be considered.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Sitting for extended periods of time.
Seeing to review and analyze payroll records and reports.
Hearing and speaking to exchange information related to the payroll function in person or telephonically.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.