



## PERSONNEL COMMISSION

**Class Code: 5134**  
**Salary Range: 42 M2**

### PAYROLL MANAGER

#### JOB SUMMARY

Under general direction, participate in planning, managing and overseeing the operations and activities of the Payroll department; oversee and manage the processing, auditing, approval, maintenance and completion of payroll and related fiscal documents; supervise and evaluate the performance of assigned personnel; 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.*

- Participate in planning, managing and overseeing the operations and activities of the Payroll department; assure District employees are paid in an accurate and timely manner and in compliance with applicable laws, codes, rules and regulations. **E**
- Assist in coordinating payroll activities with District departments, State retirement representatives and the County Office; exchange information and resolve service credit and payroll-related issues and concerns. **E**
- Oversee the processing, auditing, approval, maintenance and completion of payroll and related fiscal documents; maintain printing of warrants to be issued; maintain inventory of payroll supplies and forms. **E**
- Oversee daily payroll activities including auditing time input, preparing regular and special payrolls, processing payroll deductions and maintaining voluntary deductions and retirement records. **E**
- Review and approve payroll issuance from the revolving cash fund, bank account reconciliations, payroll registers, transmittal letters, voluntary deductions and cash collections; oversee the preparation and balancing of W-2's and W-2cs. **E**
- Prepare notices and bulletins to the payroll for site employees and payroll personnel; prepare corrections and oversee adjustments as necessary; calculate retroactive pay for employees following collective bargaining negotiations. **E**
- Receive, analyze and implement tax-sheltered annuities (TSA) documents; assist personnel with proper completion of TSA documents and submittal of related paperwork. **E**
- Prepare and distribute payroll calendars indicating timeline dates for each pay period; maintain the data dictionary of the payroll system including salary, benefits and calendar information; calculate employee cost of living salary increases. **E**

- Oversee the microfilming of payroll and related records; verify the content and accuracy of data. *E*
- Serve as a liaison with Information Services regarding computer system enhancements and modifications; draft transaction specifications such as lump sum payments and retroactive pay; assist in assuring the coordination and integration of data and functionalities between the payroll system and outside agencies. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Prepare or manage the preparation and maintenance of a variety of reports, records and files related to assigned activities including quarterly and annual reports and tapes; analyze and evaluate payroll accounting records. *E*
- Participate in the development of the annual budget for the Payroll department; authorize and control expenditures in accordance with established limitations. *E*
- Communicate with District administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information. *E*
- Provide technical expertise and information to the Payroll Director regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software; drive a vehicle to conduct work. *E*
- Attend and represent the District at a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. *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**

A Payroll Manager participates in planning, managing and overseeing the operations and activities of the Payroll department to assure District employees are paid accurately and in a timely manner. A Payroll Manager will take a strong role in the leadership of the Payroll department, assisting the Director in developing and implementing new processes and procedures. A Payroll Manager applies a comprehensive knowledge of payroll laws, codes, rules and regulations and must maintain the security of sensitive payroll information. Incumbents directly supervise staff involved in the calculation, preparation and distribution of District payrolls and related activities.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles of accounting and financial record-keeping.  
Policies and procedures involved in the preparation, maintenance, verification and processing of payroll records.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Principles and practices of supervision and training.  
District organization, operations, policies and objectives.  
Budgeting practices regarding monitoring and control.  
Office organization and general management practices.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Participate in planning, managing and overseeing the operations and activities of the Payroll department.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.  
Maintain current knowledge of emerging contract trends and related laws, codes, rules and regulations.  
Develop and revise payroll policies and procedures.  
Prepare comprehensive narrative and financial reports.  
Supervise and evaluate the performance of assigned staff.  
Compare numbers and detect errors efficiently.  
Operate a computer and assigned software.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.

**Education and Training:**

Bachelor's degree in accounting, finance, business administration or a related field.

**Experience:**

Three years of automated payroll accounting experience including at least one year in a supervisory capacity. Experience in a public sector agency is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

**WORKING 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.  
Bending at the waist, kneeling or crouching to file materials.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

*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 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.