



PERSONNEL COMMISSION

Class Code: 0757
Salary Range: 34 (S1)

PAYROLL SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize, supervise and participate in the timely preparation of the District payrolls; assure the maintenance and accuracy of comprehensive payroll records; 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.

- Plan, organize and supervise assigned personnel performing clerical and technical payroll work. **E**
- Maintain inventory, custody and printing of warrants to be issued; maintain logs and inventory of other payroll supplies and forms. **E**
- Prepare notices and bulletins on changes to the payroll for site employees and payroll personnel. **E**
- Verify attendance and calculate substitute certificated salary increases. **E**
- Maintain the data dictionary of the personnel/payroll system that includes salary, benefits and calendar information. **E**
- Work with Information Services on changes to the automated payroll system; write specifications for transactions such as lump sum payments or retroactive pay; communicate with the Los Angeles County Office of Education and State retirement systems to coordinate changes or new reporting requirements. **E**
- Review and approve issuance of payroll from the revolving cash fund, bank account reconciliation, payroll registers, transmittal letters, voluntary deductions (e.g. tax sheltered annuities), and cash collections. **E**
- Supervise the microfilming of payroll and associated records and verify the content and accuracy of the data. **E**
- Prepare and process tax deposits for each payroll. **E**
- Operate a computer terminal to input data, make calculations and generate reports. **E**
- Prepare and balance W-2s and W-2cs. **E**
- Prepare quarterly reports for state and federal taxing agencies (income taxes, Medicare, OASDHI). **E**
- Prepare a variety of payroll reports including the annual reports and tapes. **E**

- Provide technical expertise, solve a variety of payroll problems and respond to questions or complaints from employees regarding interpretation of laws, rules and District regulations governing payrolls. ***E***
- Attend District and County Office meetings and read pertinent information to keep current on payroll transactions and reporting requirements. ***E***
- Adjust employee grievances. ***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 Supervisor organizes and supervises the day-to-day payroll transactions of a complex and high volume District payroll operation. An incumbent assures that time lines are met for every payroll period, that the work meets mandated standards and is accurate. A Payroll Supervisor applies a comprehensive knowledge of the laws and regulations and District practices on payroll requirements and reporting payroll information. An incumbent is also knowledgeable of computerized payroll systems for the purpose of extracting data and inputting data. An incumbent is required to maintain the security and personally sensitive payroll information and must demonstrate strong interpersonal skills in contacts with district employees.

EMPLOYMENT STANDARDS

Knowledge of:

Automated and manual personnel/payroll methods and systems.
Policies and procedures involved in the preparation, verification, maintenance and processing of District payrolls.
Principles of accounting and financial record keeping.
District and County Office of Education payroll procedures.
Applicable sections of tax codes, State Teachers Retirement System and Public Employees Retirement System.
Principles and practices of supervision and training.
Applicable sections of the Education Code and District bargaining unit contracts.
District organization, operations and objectives.

Ability to:

Meet schedules and timelines.
Plan, organize and supervise the work of others.
Interpret, explain, and apply procedures and regulations pertaining to payroll procedures and policies.
Train and evaluate the performance of assigned personnel.
Make computations quickly and accurately.

Prepare reports obtaining data from more than one source or data base file.

Maintain and supervise the maintenance of financial, payroll and related records.
Operate modern office equipment such as computer terminal, personal computer and multi-line telephone.
Establish and maintain effective relationships with others.

Education and Training:

Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and business administration or a closely related field.

Experience:

Five years of full-time financial or payroll experience including experience with automated payroll systems.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges 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 payroll records and reports.
Hearing and speaking to exchange information about 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 six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.