San Diego Community College District
CLASSIFICATION DESCRIPTION

Title: **Manager, Payroll and Retirement Services**

Unit: **Management**

DEFINITION

Under the general direction of the Associate Vice Chancellor, Employee Services, or assigned manager, plan, organize, coordinate, and manage District payroll and records administration functions, programs, and services, including payroll operations, payroll accounting, and retirement reporting and reconciliation. Responsible for management of software, operating systems, and application of human resources software related to payroll, vendor payments, timekeeping, retirement reporting, and tax filings. Train, supervise, evaluate, and provide work direction to assigned staff.

EXAMPLES OF DUTIES

1. Plan, coordinate, and manage district payroll and records administration functions, programs, and services, including payroll operations, payroll accounting, and retirement reporting and reconciliation.

2. Develop and implement controls for fiscal accountability; audit and review for accuracy and compliance of monthly, quarterly, and annual payroll processes. Researches, analyzes and resolves complex and/or technical problems or questions related to payroll and retirement. Assure the preparation of regular and special payroll reports, including the closing and reporting of quarter-end and year-end payroll processes and reports.

3. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action; coordinate assignments with staff and establish schedules to meet deadlines and work to facilitate the continuous workflow of assigned functions.

4. Coordinate payroll operations with the Information Technology Department and HR Systems, which includes coordination of maintenance of ERP system tables; serve as a resource person to Business Services, campus business offices, and other departments in the development and testing of new or revised programs and business processes; create queries and reports from the ERP database to ensure accurate data collection and reporting, and timely auditing.

5. Coordinate and manage the integration and configuration of cross-pillar processes between payroll, finance, and campus applications.

6. Manage software, operating systems, and application of human resources software related to payroll, vendor payments, timekeeping, retirement reporting, and tax filings.

7. Ensure payroll and human resource data security through monitoring and auditing of installed operating system upgrades and test application enhancements and conversions. Test and implement human resources operating system upgrades, patch fixes, and custom or bolt on processes.

8. Interpret, explain, and assure compliance with federal, state, and District laws, policies, procedures, rules, and regulations involving district compensation, benefits, leaves, retirement systems, and taxes; obtain and maintain information concerning revisions and additions to such legal requirements; revise procedures as appropriate.

9. Oversee the preparation and distribution of mandated reports and records. Ensure District compliance with Federal Privacy Act regulations to reduce liability on release of employee assignment and pay information; respond to court-ordered subpoenas for District employee records.

10.   Develop, revise, and analyze department procedures, handbooks, and forms related to payroll and personnel records; establish and manage timelines, schedules, and internal payroll controls. Prepare, revise, and update payroll procedures for dissemination throughout the District.

11.   Organize and lead in-service training programs for personnel/payroll/staff and District timekeepers concerning personnel/payroll operations.

12.   Conduct audits or research and analyses of system data elements, including employee status, vacation entitlement, leave usage, job assignments, wage and salary adjustments, data input, forms and records; prepare updated corrections, revisions, and recommendations as necessary; distribute information as appropriate according to approved procedures.

13.   Develop or assist in the development of annual budget recommendations; monitor and control expenditures for assigned functions.

14.   Assist auditors to provide payroll and employee data for internal and external audit processes.

15.   Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
- Applicable sections of California Education Code, Internal Revenue Regulations, Labor Laws, and relevant federal and State legislation as they relate to specific areas of responsibility.
- Budget preparation and control.
- Collective bargaining agreements and bargaining processes.
- Computer applications, including word processing, spreadsheets, and databases.
- Computerized payroll systems, industry processing capabilities, and available technical solutions for payroll and human resources management systems, and other related administrative computing functions.
- Current retirement, benefits, and Human Resources practices.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Human resources technology security policies, procedures, and standards.
- Information management techniques, including use of computers to compile and analyze data.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills
- PeopleSoft HCM and Finance and Campus Solutions with knowledge of tables, configuration, set up and foundation tables, and query manager.
- Principles and practices of administration, supervision, and training.
- Principles and trends of public human resources administration.
- Principles, terminology, and practices used in payroll operations, payroll accounting, retirement reporting and reconciliation, and HR systems, including HR Management Information Systems (MIS) technology.
- Project management techniques.
- Record keeping techniques, including industry retention best practices.
- State retirement reporting systems, including STRS and PERS systems and FICA alternative programs.
- Tax laws and appropriate withholding procedures as they relate to specific areas of responsibility.

Skills and Abilities:
- Analyze data and information, reason logically, and develop and present alternative solutions effectively both orally and in writing.
- Analyze, interpret, explain, and apply applicable laws, rules, and regulations.

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Assess data, improve processes, and pass internal and external audits without findings.

Assure compliance with a variety of District policies and State and federal laws related to assigned functions.

Communicate effectively both orally and in writing.

Coordinate assigned technical personnel functions with other human resources activities.

Coordinate plans to design/modify human resources computing systems configuration and performance.

Demonstrate interpersonal skills using tact, diplomacy, and courtesy.

Develop, revise, and implement HR policies and procedures, internal controls, and computer applications.

Establish and maintain effective working relationships with others.

Exercise judgment and discretion in handling confidential and sensitive matters.

Operate computers and business-related software, including word processing, spreadsheets, and databases.

Plan, organize, coordinate, and manage districtwide payroll operations and reconciliation, records administration, retirement reporting, and HR systems, including HR Management Information Systems (MIS) technology.

Prepare clear and comprehensive reports.

Provide technical expertise and advice to District administrators, employees, and others concerning payroll, payroll accounting, retirement, and collective bargaining agreements.

Research, compile, analyze, and interpret a variety of data.

Train, supervise, evaluate, and provide work direction to assigned staff.

Work cooperatively with district staff and faculty.

Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in business or public administration, human resources management, accounting, taxation, or a related field and five years of progressively responsible experience in human resources management involving payroll, payroll accounting, and retirement reporting, preferably in an educational setting related to a large and diverse work force. Accounting and taxation knowledge as it relates to benefits, retirement, and payroll and Certification as an American Payroll Association Certified Payroll Professional is required. A Master's degree in accounting, taxation, business, or related field is highly desirable.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office. Requires some travel between District sites, conferences, and hearings.