

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Payroll Supervisor

Unit: Supervisory and Professional

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Job Code: D1900
Original Date: 07/1989
Last Revision: 06/2016
Staff Type: Classified
FLSA status: Exempt
Salary Range: 13

DEFINITION

Under the general direction of the Director, Employee Services, or assigned manager, plan, coordinate, and supervise the district payroll and records administrative functions; coordinate the maintenance of records related to multi-state, payroll operations, assignments, retirement reporting and employee demographics; supervise and evaluate the performance of assigned staff; operate as the subject matter expert and provide an escalation point to resolve issues; continually look for improvements in operational processes and designs and implement those initiatives. Establish, maintain, and report payroll industry standard metrics to ensure district compliance.

EXAMPLE OF DUTIES

1. Plan, organize, coordinate, estimate, prioritize, and supervise the daily activities of district payroll and records; coordinate assignments with staff and establish schedules to meet deadlines and work to facilitate the continuous workflow of the Payroll Department. Coordinate PERS/STRS/VALIC retirement system membership status, reconciliation, and reporting.
2. Develop and implement controls for fiscal accountability; review for accuracy and compliance of monthly, quarterly, and annual payroll processes. 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, assign, supervise, and evaluate assigned staff; assure that staff members are provided current and updated information regarding payroll, including timekeeping and calculation of pay, leave plans, court-ordered garnishments, collections, payroll taxes, and HR information systems processes.
4. Interpret 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.
5. Oversee the Payroll Department's compliance with various district policies and federal, State, and various state laws and regulations. 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.
6. Coordinate with campus business offices, timekeepers, district administrators, other educational institutions, public agencies, vendors, and others to interpret federal and multi-state laws and requirements related to payroll and employee records maintenance. Liaison between district payroll system users and the Payroll Department; provide training materials and manuals and training and workshops as necessary.
7. Coordinate payroll and records operations functions with IT department and HR Systems, which includes coordination of maintenance of HRIS system tables; serve as a resource person to Business Services and other departments in the development of new or revised programs and business processes; create queries and reports from the HR/Payroll database as needed.
8. 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. Recommend new and revised payroll policies.

9. Organize and lead in-service training programs for personnel/payroll/ staff and district timekeepers concerning personnel/payroll operations. Troubleshoot daily technical problems. Direct the maintenance of comprehensive personnel records and documentation concerning payroll, retirement, industrial accident, and leaves of absence.
10. Provide a variety of information to district staff concerning personnel files, payroll deadlines, personnel status, employee history, employee assignments, state or federal withholding taxes, deductions, and retirement systems. Coordinate response to inquiries from employees and outside agencies concerning retirement, vacation or sick leave balances, and earnings and employment verification.
11. Conduct audits or research and analyses of system data elements, including employee status, vacation entitlement, service awards, job assignments, wage and salary adjustments, litigation, data input, forms and records; prepare updated corrections, revisions, and recommendations as necessary; distribute information as appropriate according to approved procedures.
12. Monitor State Education Code mandated work limits for all groups of non-classified employees.
13. Maintain payroll schedules, calendars, master control lists, employee personnel records and files, employee assignments, fingerprint logs, and other records and files; distribute information as appropriate. Ensure that district payroll and personnel records are microfilmed, destroyed, and maintained according to approved procedures.
14. Assist auditors to provide payroll and employee data for internal and external audit processes.
15. Set-up and conduct orientation sessions for all new district contract employees; explain district organization, payroll procedures, and related personnel information.
16. May perform the duties of absent subordinates as necessary to ensure the timely processing of employee payroll and records.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of the various State Labor, Government, and Education Codes, Federal Internal Revenue and various State Tax Regulations, FLSA, FMLA, Federal Privacy Act and other relevant Federal and various States' legislation(s) as they related to payroll, leaves, garnishments, social security, personnel and employment records.
- Automated payroll systems, industry processing capabilities, and available technical solutions for payroll systems.
- Computer systems in an integrated payroll/HR setting.
- District accounting policies, procedures, and systems.
- District collective bargaining agreements.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment.
- Oral and written communication skills.
- Principles of supervision and training.
- Principles, practices, terminology, and organizational structure used in accounting, payroll operations, and records administration, particularly pertaining to community college payroll processes in a multi-state environment.
- Record keeping techniques, including industry retention best practices.

SDCCD's Board of Trustees' policies related to leaves, payroll issues, retirement, and other personnel transactions.
State retirement reporting systems, including STRS and PERS systems and FICA alternative programs.
Various tax and appropriate withholding procedures as they relate to payroll and paid benefit plans.

Skills and Abilities:

Analyze situations accurately and develop effective course of action.
Apply, interpret, and explain applicable policy, procedures, and regulations.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain records and prepare clear, accurate, and timely payroll reports.
Make arithmetic calculations quickly and accurately.
Meet schedules and time lines.
Operate modern office equipment, including computers and software related to assignment.
Plan, organize, and implement assigned functions.
Train, supervise, and evaluate personnel.
Understand and follow oral and written directions.
Work independently and confidentially with discretion.

Training and Experience:

Any combination of training and experience equivalent to: a BS with a major in accounting, business or public administration, or related business field and at least two years of increasingly responsible professional supervisory experience in a payroll department in a medium to large organization; or satisfactory completion of core coursework required for an AS degree in accounting, business administration, or related business field and five years of increasing responsible professional supervisory experience in a medium to large payroll organization; experience in an educational environment is preferred.

Extensive experience and proficiency in Datatel Colleague HR Payroll System or a similar database system OR three to five years experience in a significant payroll function that uses a centralized HRIS system and processes payroll and timesheets for multiple types of employee classifications. Experience and proficiency with Microsoft Office, particularly Excel, is required. Experience with File Transfer Protocol (FTP), ASCII and encryption software is preferred. American Payroll Association certified Payroll Professional (CPP) and Fundamental Payroll Certification (FPC) certification preferred.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.