

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SUPERVISOR III, RETIREMENT REPORTING

DEFINITION:

Under administrative direction, supervises and coordinates the activities and operations associated with retirement processing, reporting, and compliance of a variety of payroll deductions for the California State Teachers' Retirement System (CalSTRS), California Public Employees' Retirement System (CalPERS), Social Security, Medicare, and other alternative retirement programs for school district, community college, and charter school employees in San Diego County; ensures compliance with established laws, codes, regulations, and legal requirements, and will train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work assigned to and performed by employees assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Oversees the collection, processing, monitoring, tracking and reconciliation of payments of retirement contributions for County Office, school district, and charter school employees.

Monitors and directs districts on payroll processing and adjustments for correct retirement reporting.

Monitors, tracks, and reconciles retirement data remitted by SDCOE to the state retirement systems on a monthly basis.

Researches and resolves retirement data discrepancies and takes appropriate corrective action.

Performs periodic internal audits, and assists as needed with internal or external audits.

Serves as liaison to County Office personnel, district personnel, and external retirement reporting agency personnel regarding questions about retirement reporting and related laws, rules, regulations and procedures.

Researches and evaluates the impact of pending and adopted district legislation pertaining to retirement reporting.

Provides a variety of narrative and statistical reports and supporting documentation to auditors and administrators as requested.

Communicates retirement system, human resources, payroll, and non-centralized payroll system revisions, modifications, enhancements, and testing requirements to staff and external clients to ensure compliance with new legislative requirements.

Develops databases to monitor and track charter school retirement reporting.

Composes and disseminates informational bulletins and other written communications to charter schools, districts, and other agencies related to new and/or revised laws, regulations, processes and procedures.

Plans, coordinates, and conducts workshops, and training classes related to retirement reporting to system users.

Presents system demonstrations on the use of SDCOE's reporting systems to prospective clients.

Prepares user documentation training manuals, procedures and guides for retirement reporting.

Selects, evaluates, trains, and supervises staff.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Possession of a valid California Driver's license.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, business, finance, or a closely related field; and three years of experience in CalSTRS and/or CalPERS retirement processing or school payroll processing; including one year of experience supervising professional or technical staff. PeopleSoft experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Provisions of the government code, Education Code, and related local, state, and federal laws pertaining to the administration of retirement systems of certificated and classified school employees

Information systems for retirement reporting.

Practices of public agency retirement systems.

Practices of employee supervision and evaluation.

Accounting principles and theory.

PeopleSoft and Human Resources applications, including Microsoft Access and Excel.

Payroll processing procedures.

COMPETENCIES:

Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data

Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations

Professional & Technical Expertise – Applying technical subject matter to the job

Critical Thinking – Analytically and logically evaluating information, propositions, and claims

Decision Making – Choosing optimal courses of action in a timely manner

Writing – Communicating effectively in writing

Using Technology – Working with electronic hardware and software applications

Presentation Skills – Formally delivering information to groups

Managing Performance – Ensuring superior individual and group performance

Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity

Relationship Building – Establishing rapport and maintaining mutually productive relationships

Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office and school environment. Must have the ability to travel to and from school/work sites as required.

Must be able to hear and speak to exchange information; see to read printed materials and computer screens; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other classroom equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store materials.

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: September 21, 2016

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