

JOB DESCRIPTION

San Diego County Office of Education

Supervisor III, Payroll Services

Purpose Statement

The job of Supervisor III, Payroll Services is done for the purpose/s of verifying and reconciling employee payroll information, leave records and payment of personnel; providing technical expertise and advisory services to the County Office, and other personnel regarding payroll administration; and resolving issues as needed.

Essential Functions

- Analyzes payroll, timekeeping and leave data for the purpose of ensuring accuracy and providing required supporting documentation.
- Collects, analyzes, and reconciles payroll data on a monthly and semi-monthly basis for assigned units for the purpose of maintaining accurate account balances and complying with established guidelines.
- Consults with internal clients for the purpose of identifying best practices and problem resolution as needed.
- Develops training programs for the purpose of facilitating training for SDCOE staff on payroll-related policies, procedures and protocols.
- Maintains a variety of documents, files and records (manual and computer) (e.g. personnel records, statistical/financial reports, budget, payroll schedules, eligibility policies, benefits and retirement information, etc.) for the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality.
- Monitors work production timelines for the purpose of meeting strict deadlines for reporting regulations.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of complex functions (e.g. time and labor calculations, leave and benefits calculations, internal and external audits, etc.) for the purpose of verifying the payroll for external clients and preparing materials and assisting as needed with internal or external audits.
- Prepares and maintains a variety of complex reports and summaries related to payroll (e.g. narrative and statistical reports, records, files, etc.) for the purpose of documenting activities and issues related to assigned activities and personnel, and meeting compliance requirements, and/or providing reference materials as mandated by SDCOE, state and federal regulations.
- Processes salary adjustments including any retroactive pay for the purpose of updating information, authorizing timely payment and/or complying with established payroll practices.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the department's goals and objectives.
- Researches discrepancies of payroll information and/or documentation for the purpose of resolving discrepancy and taking appropriate action to correct issues.
- Responds to inquiries from staff for the purpose of providing information and/or resolving payroll processing issues.
- Serves as a technical resource to SDCOE staff for the purpose of interpreting and applying payroll and benefits laws, rules, regulations, bargaining unit contracts, policies and procedures.
- Supervises and evaluates assigned staff for the purpose of ensuring their department and individual performance objectives are met.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent policies, codes and requirements; operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and performing mathematical and statistical computations.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: general accounting procedures; integrated payroll software; concepts of database structures; federal and state payroll regulations and laws; laws, codes and regulations for retirement systems and employee benefits; practices of personnel administration; and payroll and timekeeping systems and software.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; and maintaining confidentiality; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Three (3) or more years of significant, directly related and progressively responsible experience with payroll, accounting and budgeting, complex financial models and data analysis. Experience that includes direct supervision of professional staff is highly desirable. School district and Oracle/PeopleSoft experience are preferred.

Education: A Bachelor's degree from an accredited institution of higher learning with major course work in accounting, finance, business administration or a closely related field.

Equivalency: Any combination of experience and education that would likely provide the required knowledge and abilities and be equivalent to a bachelor’s degree from an accredited institution of higher learning with major course work in accounting, finance, business administration or a closely related field and three (3) or more years of significant, directly related and progressively responsible experience with payroll, accounting and budgeting, complex financial models and data analysis, Experience that includes direct supervision of professional staff is highly desirable. School district and Oracle/PeopleSoft experience are preferred.

Required Testing
N/A

Certificates
N/A

Continuing Educ./Training
N/A

Clearances
Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: October 19, 2016

Revised: 3/2017, 6/2019