

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Supervisor II, District Payroll Services**

**Purpose Statement**

The job of Supervisor II, District Payroll Services is done for the purpose/s of supervising the operation of the payroll unit in the preparation, processing, and auditing of external payrolls; providing technical expertise and advisory services to school districts and other personnel regarding payroll and tax administration; and supervising and evaluating the performance of assigned personnel.

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**Essential Functions**

- Attends and conducts staff and management meetings and serves on various committees for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with all levels of staff through bulletins, reports, newsletters and other means for the purpose of informing of legal developments, deadlines, revisions to policies or other payroll and tax related matters.
- Conducts workshops, in-services, or training sessions for the purpose of communicating information, enhancing efficiency and productivity of personnel, and ensuring project objectives are achieved.
- Consults with school districts for the purpose of defining payroll system user needs, reporting requirements and problems.
- Coordinates payroll unit operations with District Financial Services and Integrated Technology Services staff for the purpose of communicating legal and procedural changes for system updates or enhancement to ensure compliance with a variety of laws, rules and regulations.
- Corresponds with appropriate federal, state and county agencies for the purpose of resolving questions of procedures or laws impacting payroll and tax management.
- Coordinates department operations of unit engaged in processing the payrolls and tax deposits for a variety of organizations (e.g. SDCOE, school districts, community colleges, charter schools, public agencies, etc.) for the purpose of providing services for participating organizations in the countywide centralized payroll system and doing so within established timeframes and in compliance with related requirements.
- Interprets and analyzes State and Federal laws, regulations and established policies for the purpose of assuring compliance with all payroll and tax related matters.
- Oversees and coordinates a variety of payroll and tax related activities and functions (e.g. centralized shelter annuity processing, production and reporting for W-2 and 941 data, processing and reporting of garnishments, Social Security, Medicare, W-2Cs, and 941Xs, etc.) for the purpose of achieving organizational objectives and ensuring compliance with legal and financial regulations.
- Performs a full range of payroll support duties in staff's absence (e.g. external audits) for the purpose of ensuring payroll and tax deadlines and related processes are met in a timely and efficient manner.
- Prepares and maintains a variety of manual and electronic information (e.g. external reports, training manuals, recommendations, proposals and results of special studies and projects, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing reference materials as mandated and/or requested.

- Serves as Internal Revenue Service reporting agent for the purpose of acting as liaison with IRS to resolve any tax deposit and return discrepancies.
- Reviews Internal Revenue Service publications, appropriate legal services publications, and other publications for the purpose of maintaining current knowledge of applicable legislation, technological advances, new legislation and reporting requirements affecting payroll and tax management.
- Serves as a technical resource to internal and external staff for the purpose of interpreting and applying payroll, tax, and benefits laws, rules, regulations, bargaining unit contracts, policies and procedures.
- Supervises and evaluates assigned staff for the purpose of determining workload priorities and adjusting assignments as needed to meet established time lines.

### **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 multiple, 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: analyzing and applying pertinent policies, codes and requirements; operating standard office equipment including pertinent software applications; planning and supervising 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 and tax regulations and laws; laws, codes and regulations for centralized payroll system utilized by school district employers; practices of personnel administration; and payroll and timekeeping systems and software.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized 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. Independent 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; adapting to changing work priorities.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often

required to perform the job's functions. There is some opportunity to significantly 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 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Education:** A Bachelor's degree in accounting, business administration, finance, or a closely related field, from a regionally accredited institution of higher learning.

**Experience:** Three (3) years of experience in payroll reporting and operations involving large automated business accounting systems, including at least one year of experience in a supervisory capacity. School district payroll experience is highly desirable and Oracle/PeopleSoft experience is preferred.

**Equivalency:** A combination of education and experience equivalent to a bachelor's degree in accounting, business administration, finance, or a closely related field, from a regionally accredited institution of higher learning and three (3) years of experience in payroll reporting and operations involving large automated business accounting systems, including at least one year of experience in a supervisory capacity. School district payroll experience is highly desirable and Oracle/PeopleSoft experience is 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 034

**Personnel Commission Approved: May 29, 2019**

Revised: N/A