



Job Description

POSITION TITLE: Coordinator II #6108
Payroll Services
Business Services

SALARY PLACEMENT: Management Salary Schedule
Range 12

SUMMARY OF POSITION:

Under the direction of the Division Director of Payroll Services, supervises, and performs a variety of complex and difficult payroll duties in the preparation, processing and maintenance of county payroll calculations, retirement, benefits, general principles of accounting and auditing. Technical decisions are made requiring application and interpretation of data, facts, procedures, policy, and law. This position is responsible for providing a high level of management and technical expertise in the areas of systems operation, maintenance, and security as well as providing training and assistance for the San Joaquin County Office of Education and county school districts. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor Degree in Accounting, Business Administration or related field. Experience of related nature may be substituted for degree requirement.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Minimum of three years' experience as a supervisor/manager in a payroll/business related position. Ability to conduct significant school payroll functions with minimal direction, accurately and within scheduled deadlines. Supervise and train other employees and communicate effectively. Experience working in a county office of education or school district; or in a public accounting firm with extensive experience in payroll, accounting, and finance.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the mechanics of payroll systems and of payroll rules and regulations
- applicable laws, codes, regulations, methods, and practices related to public school payroll systems, and retirement systems
- basic accounting principles as related to payroll processing
- retirement systems, county negotiated agreements and tax rules, laws, regulations, and reporting
- Federal and State laws, California Education Code and other laws and regulations pertaining to school payrolls
- assigned software
- standard office practices

Ability to:

- create and follow policies and procedures and hold accountable those responsible for carrying them out
- explain technical concepts to non-technical staff
- clearly comprehend payroll concepts, operations, and problems at both a technical and policy level
- research, analyze and retrieve data to prepare and maintain complex payroll records and reports
- supervise and evaluate staff

- be flexible based on program and district needs
- operate a computer

Possess:

- exceptional customer service skills
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- advance skills in software applications related to payroll/accounting systems
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports required for program.
12. Oversee and manage budgets.
13. Supervise and perform a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, and benefit calculations; analyze, update, and reconcile payroll and benefit data monthly.
14. Review timesheets for days/hours worked and calculate and record salary adjustments as necessary; examine and verify payroll, benefits, and position control data for accuracy.
15. Assist and provide data for county auditors, and local, state, or federal agencies.
16. Assist county office departments and staff in interpreting, and applying payroll and benefit laws, rules, regulations, bargaining unit contracts, policies, and procedures; answer inquiries from internal staff, resolve problems and recommend solutions.
17. Maintain full knowledge of all aspects of payroll processing and provides supervision of those functions.
18. Supervise, research, calculate, and prepare payments for various benefit vendors.
19. Supervise and participate in the preparation and maintenance of county payroll and disbursement records, reports, and files, and in the processing and issuance of the payroll.
20. Assist in developing written procedures, guidelines, forms, and other documents to facilitate payroll services.
21. Oversee processing of employment verifications.
22. Oversee the monitoring and maintenance of records, and prepare notices and documents in connection with salary schedules, employment contracts, assignments, tenure, resignations, leaves, layoffs, etc.
23. Oversee the implementation and oversight of various electronic form systems and creating/revising the forms required to maintain the various systems.
24. Function as a resource to liaisons to assist in their assigned activities related to the various systems used at SJCOE.
25. Maintain, coordinate, and evaluate the workers compensation program.
26. All other duties as assigned.



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PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational and standard environment.

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

7/11/2025 final sc