



PAYROLL SUPERVISOR

DEFINITION

Under general direction; plans, organizes, and manages the daily operations and activities related to payroll services for the Districts; participates in the development of goals, objectives, policies, and procedures for assigned services and programs; plans, organizes, assigns, supervises, and reviews the work of staff providing support to payroll services for the Districts; oversees, audits, and participates in the preparation, processing, reconciliation, and maintenance of District payrolls; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, District Business Services. Exercises direct supervision over professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the payroll services series that exercises independent judgment on diverse and specialized payroll functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day payroll processing, reporting and recordkeeping. Incumbents provide professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and manages the daily operations and activities related to payroll services for the Districts; ensure compliance with applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to payroll services for the Districts; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary and termination actions; assists in selection and promotion.
- Oversees, audits, and participates in the preparation, processing, reconciliation, and maintenance of District payrolls to ensure employees are paid in an accurate and timely manner; reviews information for accuracy, identifies discrepancies, and resolves issues.
- Coordinates, oversees, and participates in the preparation, maintenance, review, and/or auditing of a variety of financial and statistical records, statements, and reports related to personnel, payroll, retirement, deductions, garnishments and/or assigned activities including payroll tax reports, worker's compensation reports, and labor statistics reports.

- Serves as a technical resource to personnel and related external agencies concerning assigned payroll functions and activities including related payroll and retirement information systems, software, and reporting; responds to inquiries, complaints training requests, and provides technical information; researches and resolves related issues and concerns.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, public administration, business administration, or a related field; and
- Four (4) years of increasingly responsible public agency payroll and/or accounting experience.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of governmental payroll, fiscal recordkeeping, and budgeting.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze and resolving complex payroll and related administrative problems.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare complete and accurate payroll reports and records, statistical reports, financial reports and other related specialized reports.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.