

MODESTO CITY SCHOOLS

Job Description

JC 10058

DIRECTOR I, PAYROLL

OVERALL RESPONSIBILITY

Under general direction, direct the operations of the District Payroll functions. Provide leadership and assume management responsibility for the timely and accurate payment and reporting of all payrolls, pension contributions, related fringe benefits and statutory deductions. Train and supervise the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Formulates concepts, develops, and supports the payroll processes of the District. *E*
2. Confers with a variety of groups, including District administrators, officials of public agencies and private corporations, and union representatives regarding payroll policies and procedures, compensation theories and policies, benefits, deferred compensation, retirement, and perquisites. *E*
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods, objectives, policies, and procedures and recommends and implements strategic plans for improvement. *E*
4. Advises internal staff regarding various retirement related policies, procedures, legislation, and regulatory changes. *E*
5. Directs the work of payroll services personnel in activities related to development and maintenance of records associated with processing of payroll data to assure proper documentation and compliance with laws, rules, and regulations. *E*
6. Confers and coordinates with other departments in the District regarding the resolution of payroll processing errors and activities resulting from payroll runs and recommends and supervises the implementation of procedures for problem prevention and/or solution. *E*
7. Assists the IETS teams with the development of system requirements, process designs, detailed business activities, data mapping, and data modeling to support the maintenance of payroll processes. *E*
8. Analyzes and identifies data integrity issues, and the effect of existing and proposed systems to payroll processes and provides solutions. *E*
9. Develops and recommends new and revised payroll policies, procedures, and regulations in relation to new developments to comply with laws, rules, and regulations. *E*
10. Develops, implements, and coordinates training programs for District school and office personnel and Payroll staff. *E*
11. Reviews and participates in the analysis of laws, regulations, collective bargaining contracts, Board rules, Personnel Commission rules, Education Code changes, legal opinions, and legal decisions that affect the payroll processes and recommends and assures implementation of changes in procedures, forms, and records as necessary. *E*
12. Recommends long range developmental plans related to the improvement of the overall payroll operations. *E*
13. Analyzes, evaluates, and makes recommendations regarding cost/benefit factors in various areas of payroll operations. *E*
14. Manage payroll runs, monitor the process, and resolve payroll run issues. *E*

DIRECTOR I, PAYROLL (continued)

15. Consult with employees and their representatives and District personnel to resolve payroll grievances and complaints; determine the District's position in regard to individual cases; and represent the District in grievance hearings. *E*
16. Assist in the selection, supervision and evaluation of assigned personnel. *E*
17. Establish and maintain cooperative relationships with those contacted during the course of work.
18. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

SALARY

Management Salary Schedule.

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply accounting, budgeting and fiscal accountability methods, principles and practices.
- Knowledge of and ability to apply management and contract administration principles and practices.
- Ability to interpret and apply laws and regulations.
- Knowledge of and ability to analyze financial data and prepare financial statements.
- Knowledge of and ability to apply accounting concepts to computer applications and terminology.
- Ability to activate and operate a personal computer and printer.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirements:

- Six (6) years increasing responsibility performing payroll work.

Desirable Qualifications:

- Two (2) years management-level experience in school accounting, auditing or payroll work.
- Five (5) years increasing responsibility performing public pension reporting.

Education/Credentials

Minimum Requirements:

- Two years of college or equivalent course work in accounting, public administration, business or five years' experience in K-12 school financial services department

Desirable Qualifications:

- Four-year degree from an accredited college/university in areas related to the position.

License

- Valid California Driver's License

REPORTS TO:

Associate Superintendent, Business Services or designee

Cabinet Approved: 11/8/21

Board Approved: 11/29/21