

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Payroll Supervisor	REPORTS TO:	Director, Payroll/Benefits
DEPARTMENT:	Payroll	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	049 AASD Supervisors'
REVISED:	July 1, 2016		

BASIC FUNCTION:

Plan, organize, and supervise a variety of payroll functions including processing and confirming multiple monthly payrolls; developing, testing and supervising technology requirements; perform complex technical tasks; interview, hire and evaluate payroll staff; relieve the workload and act on behalf of the Director, Payroll/Benefits as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise the operations of a large and complex payroll system, technology requirements, user acceptance testing, test script development, payroll procedures, retirement contributions, leave plans/accruals, and other payroll responsibilities. **E**

Provide technical training to payroll and site/department staff on payroll application and procedures; interpret legislation and regulation; ensure compliance with state and federal laws, and district policies and procedures. **E**

Review and analyze legislative language related to payroll obligations, operations, employee leave plans, and other related regulations; act as a district resource and assist with district compliance and mandated activities. **E**

Select, train, supervise, and evaluate the performance of Payroll Specialists and other payroll clerical positions; organize and coordinate assignments, priorities, technical and clerical functions of the payroll department. **E**

Receive, analyze, and resolve special and unique problems related to overpayment recovery, assignment change agreements, and work calendars. **E**

Troubleshoot technical system problems and recommend improvements; coordinate update of the payroll Time and Labor employee data base with Information Technology staff; assist in the implementation of system changes to accommodate employer/employee contract requirements, legislative and regulatory compliance. **E**

Screen and audit actions pertaining to personnel assignments and payroll operations; review job components for accuracy and timeliness. **E**

Prepare information and make presentations to school site and central office staffs related to timekeeping, payroll procedures, legislative and regulatory compliance; contact all levels of staff and the public; explain salary schedules, negotiated contracts, and district procedures; provide training and assistance to school personnel regarding payroll procedures. **E**

Compose, organize, and edit payroll handbooks, operating procedures, staff correspondence and newsletters. **E**

Gather, compile, and organize salary and other statistical and personnel data; calculate, analyze, and summarize statistical data; coordinate interdepartmental requests for data from the employee, payroll, and time and labor database. **E**

Appear as a district representative at hearings, mediations, and court appearances as assigned. **E**

Operate computers, calculators, and other office machines and equipment. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in business administration, public administration, or other appropriate field and four years of recent, progressively responsible, payroll, fiscal or related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of administration, supervision, and training.
- State and federal laws and regulatory obligations specific to areas of responsibility.
- Payroll policies, rules, regulations, practices, and collective bargaining agreements.
- Application and use of payroll and/or human resources technology systems.
- Modern office practices and procedures.

ABILITY TO:

- Select, train, supervise, and evaluate the work of others.
- Develop, test and supervise implementation of technology upgrades, enhancements systems in an ongoing effort of business process improvement.
- Research and explain related federal, state, and local laws and applicable collective bargaining agreements.
- Operate standard office equipment including microcomputers and related software applications.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 11/13/07

Revised 05/17/11

Job Code 6076

FS