

PAYROLL ADMINISTRATION MANAGER

DEFINITION

Plans, coordinates, drives continuous process improvement, and supervises the analysis, development, and implementation of new and revised policies and procedures and other elements of the payroll operations program.

TYPICAL DUTIES

- Formulates concepts, develops, and supports the payroll processes of the District's SAP time and payroll modules.
- 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.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods, objectives, policies, and procedures and recommends and implements strategic plans for improvement.
- Advises internal staff regarding various retirement related policies, procedures, legislation, and regulatory changes.
- Directs the work of payroll services personnel in activities related to development and maintenance of records associated with processing of payroll data in SAP to assure proper documentation and compliance with laws, rules, and regulations.
- Confers and coordinates with other Branches and Divisions in the District regarding the resolution of payroll processing errors and activities resulting from SAP payroll runs and recommends and supervises the implementation of procedures for problem prevention and/or solution.
- Assists the BTS teams with the development of system requirements, process designs, detailed business activities, data mapping, and data modeling to support the maintenance of SAP time and payroll processes.
- Analyzes and identifies data integrity issues, and the effect of existing and proposed systems to payroll processes and provides solutions.
- Develops and recommends new and revised payroll policies, procedures, and regulations in relation to new developments in the SAP modules to comply with laws, rules, and regulations.
- Develops, implements, and coordinates training programs for District school and office time-reporting personnel and Payroll Administration Branch staff.
- 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.
- Recommends long range developmental plans related to the improvement of the overall payroll operations.
- Analyzes, evaluates, and makes recommendations regarding cost/benefit factors in various areas of payroll operations.
- May manage payroll runs, monitor the process, and resolve payroll run issues and interruptions over a 24- hour period.
- May consult with employees and their representatives and Staff Relations personnel to resolve payroll grievances and complaints; determine the Branch's position in regard to individual cases; and represent the Branch in grievance hearings.

May represent the Branch at Divisional and inter-Divisional meetings as necessary.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Payroll Administration Manager plans and supervises various elements of the payroll operations program and recommends long-range developmental plans to ensure the efficiency of payroll services.

The Director of Payroll Administration manages the Payroll Services Branch of the Accounting and Disbursement Division. The deputy Director assists in the management of the Branch and acts for the director as required and in the exercise of delegated authority.

The Senior Payroll Specialist analyzes the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.

SUPERVISION

General direction is received from the Director of Payroll Administration. Technical supervision is exercised over work performed by section supervisors in implementing changes in payroll policies and procedures. Supervision is exercised over Payroll Specialists and clerical support personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Functionality and processes of SAP Time and Payroll Modules
- Federal and State statutes, codes, laws, regulations, bargaining labor agreement related to payroll and benefit processing, calculations, and reporting requirements
- Fundamental concepts of employment laws, codes, and regulations, and applicable provisions of collective bargaining agreements
- Principles, practices, and procedures of SAP payroll processing, including personnel assignments, time reporting, deduction control, records maintenance and documentation, and payroll accounting
- SAP best practices for K-12 employee lifecycle business processes
- Integration points across SAP modules including impact of changes made within modules
- Principles and practices of business management and payroll administration with emphasis on organization, systems design, procedures, and control techniques
- Education Code, Board of Education, and Personnel Commission rules and regulations, and union contracts, court decisions, and legal interpretations as they affect wages, salaries, fringe benefits, and deductions
- Grievance procedures
- Principles of work simplification and forms design
- Principles of supervision
- Training and orientation methods
- Fundamentals of systems analysis for data processing

Ability to:

- Identify and analyze payroll system problems and develop and implement changes
- Identify improvements for business processes and supporting systems
- Analyze functional requirements, interpret rules, regulations, policies, and collective bargaining agreements

Analyze administrative, operational, procedural, organizational, and/or financial problems; evaluate alternatives, and reach logical fact-based conclusions and recommendations
Respond positively to change and modifying behavior, as necessary
Make recommended changes and translate best practices solutions within SAP
Apply strong lateral and analytical thinking skills and adopt an effective course of action
Express difficult and complex concepts clearly and concisely in oral and written form
Work effectively across functional, technical, and organizational teams to ensure communication and coordination of system resolutions
Manage projects and meet stringent project deadlines
Conduct and participate in meetings involving technical subjects
Organize activities to meet the pressure of deadlines
Work effectively with all levels of District employees and employee organization representatives
Supervise and train subordinates

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, information systems, accounting, or a related field. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met, and completion of 12 semester units or equivalent quarter units in college courses in the aforementioned fields is required.

Experience:

Four years of professional experience in payroll administration in the SAP Human Capital Management system in a school district with an average daily attendance of at least 10,000, or a large public or private sector company of 5,000 or more employees including at least two years in a supervisory capacity.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. Management class
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

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