

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 192
EXEMPT

DIRECTOR – DISTRICT PAYROLL

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Business Services, organize and direct the operations and activities of the District Payroll Department; oversee and audit the preparation, processing and maintenance of regular, special and supplemental payrolls for the Office of the Fresno County Superintendent of Schools (FCSS) and county school districts to ensure employees are paid in an accurate, timely manner; ensure proper completion of tax, retirement plan and other reporting according to established timelines; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Act as a technical resource to administrators and employees concerning payroll accounting activities, salaries, deductions, retirement plans and other contribution accounts; respond to inquiries and provide information.
- Act as the lead contact person for payroll issues including but not limited to California Public Employees' Retirement System (CalPERS), California State Teachers' Retirement System (CalSTRS), Internal Revenue Service (IRS), Franchise Tax Board, Employment Development Department, and Social Security Administration.
- Attend and participate in professional group meetings to maintain current knowledge of regulations, requirements and best practices; conduct a variety of meetings and/or trainings as assigned.
- Collaborate, consult and advise the IS&T Department to improve, develop and help rollout new programs or existing programs related to payroll, retirement and tax reporting
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns; collaborate with agencies regarding insurance, Tax Shelter Annuities (TSA), Flexible Spending Accounts (FSA) deferred compensation and other payroll activities; collaborate with internal departments including finance, human resources, credentials, legal counsel, and others to gather information and process documentation.
- Coordinate and implement the California Disbursement Unit CalPERS and CalSTRS regulations.
- Coordinate and resolve complex payroll issues between school districts and legal counsel; oversee and direct District Payroll staff in the review of collective bargaining unit agreements to ensure compliance with all applicable laws and regulations including but not limited to, California Education Code, California Code of Regulations (CCR), CalSTRS, and CalPERS regulations.
- Coordinate and resolve complex PERS/STRS retiree issues between PERS/STRS, legal counsel and school districts
- Develop and oversee budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Ensure proper completion of tax requirements, retirement plans, and other mandated reporting according to established timelines; review reports to ensure accuracy ensure reports, requests, deposits and payments are submitted to appropriate agencies according to established deadlines.

- Establish and maintain detailed electronic district records regarding payroll, salaries, tax reports, retirement plans and related information.
- Monitor the transfer of funding from county office and school district accounts to the appropriate locations for funding of taxes for employee contributions; post and balance Federal Insurance Contributions Act (FICA) and Medicare employee and employer contributions quarterly and annually.
- Organize and direct the operations and activities of the District Payroll department; participate in the development and implementation of departmental policies and procedures; ensure payroll activities comply with established laws, codes, policies, procedures and regulations.
- Oversee and audit the preparation, processing and maintenance of regular, and supplemental payrolls; maintain, deposit and process payments for automatic payroll deposit (APD) to ensure employees are paid in an accurate and timely manner; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.
- Oversee and participate in the review and processing of data and records using automated systems; audit regular and supplemental payrolls for certificated, classified and student personnel; ensure proper authorizing signatures, coding and accuracy of payroll adjustments.
- Oversee and direct the development and planning of staff development training; organize and conduct trainings for school district staff on payroll processing, systems and procedures; provide technical information to school district personnel regarding updates and requirements to mandates and regulations; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures for enhancements.
- Oversee the fiscal analysis provided to school district administrators for the purposes of preparing tentative bargaining unit agreements; review data and other financial information provided to school district governing boards for use in superintendent contract negotiations.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to assigned program; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within assigned division; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Prepare and maintain a variety files, records and reports related to payroll, deductions, garnishments and assigned activities; generate a variety of mandated and requested computerized reports related to payroll activities; oversee the preparation of quarterly tax reports; adjusting and issuance of W-2s.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division.
- Provide technical support and testimony on behalf of school district administration before mediators, administrative law judges, arbitrators and Fresno County judges pertaining to employee wage and benefit disputes and other employee grievances as requested.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.

- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training and/or workshops within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- CalSTRS, CalPERS and alternative retirement plans.
- Mathematical computations.
- Organization, operations, policies and objectives of FCSS and school districts.
- Payroll policies, objectives and procedures of FCSS and school districts.
- Preparation, maintenance, verification and processing of payroll and retirement records and reports.
- Principles and practices of supervision and training.
- Tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Complete work with many interruptions.

- Monitor, adjust and reconcile payroll data.
- Plan and organize work.
- Prepare and maintain a variety of automated and manual records, files and reports.
- Verify, balance and adjust accounts.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Business, Finance, Accounting or related field.

EXPERIENCE:

- Five years increasing responsibility in county/school district payroll accounting and administration.
- Supervisory experience preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.

- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2020