

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION

	Class Codes	Units
DIRECTOR OF PAYROLL ADMINISTRATION	1033	VE
DEPUTY DIRECTOR OF PAYROLL ADMINISTRATION	1037	VV

DEFINITION

Plans, organizes, directs, coordinates, and controls the activities of the Payroll Administration Branch of the Accounting and Disbursements Division. The Deputy Director assists in the management of the Branch and acts for the Director as required.

TYPICAL DUTIES

Directs the activities of the Payroll Administration Branch and coordinates with administrators at school sites, in the Office of General Counsel, Personnel Commission, Human Resources, Benefits Administration, Information Technology, BASE, and other offices regarding:

- Audit and payment of and accounting for salary, payroll deductions, benefits, and related obligations of the District.
- Maintenance, review, and analysis of records of personnel assignment actions, time reports, salary payments, benefits, and payroll deductions.
- Audit, accounting, and reporting of retirement-system contributions.
- Investigation and correction of payroll problems and the maintenance of working schedules and procedures in cooperation with the Information Technology Division.
- Development and maintenance of records related to SAP processing of time, payroll data, and information to assure proper documentation and distribution of funds.
- Develops, recommends, or approves Branch policies and procedures and recommends new or revised policies and regulations affecting the Branch.
- Develops, plans, directs, and coordinates the training of and communication of payroll concepts, updates, changes, and policies to time-reporting personnel in schools, and offices and assures maintenance of procedural instructions.
- Directs the preparation of presentation material for end users in regards to working knowledge of SAP activities, timekeeping, time approval and school front end.
- Management of Payroll Customer Services desk and job tickets for time keeping and approval support.
- Confers with a variety of groups, including school administrators, officials of public agencies and private corporations, and union representatives regarding payroll policies and procedures, including compensation theories and policies, benefits, deferred compensation, and prerequisites.
- Directs, manages, and oversees all customer service activities related to the District shared business processes as they relate to Benefits, Personnel Commission, Human Resources, and Training.
- Reviews and participates in the analysis of laws, regulations, collective bargaining unit contracts, legal opinions, and legal decisions that affect the payroll process.
- Directs and administers Branch personnel functions, including staff training, grievance adjustment, transfer approval, selection and evaluation of supervisory personnel, and liaison with other organizational units regarding personnel matters.
- Directs the preparation of and approves Branch budget requests.
- Directs the preparation of and approves reports originating in the Branch.
- Participates in the development and implementation of Division policies, procedures, and programs.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Payroll Administration manages the Payroll Administration Branch of the Accounting and Disbursements 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 Controller directs and coordinates the administration of the Accounting Controls, Financial Audits, Student Body Accounting, Accounts Payable, General Accounting, Treasury, Revenue, and Payroll Administration Branch of the Accounting and Disbursements Division.

A Director of Accounting manages a branch of the Accounting and Disbursements Division with responsibility for major accounting and related functions.

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.

## SUPERVISION

The Director receives administrative direction from the Deputy Controller. The Director exercises general direction over the Deputy Director; both provide general direction over the Payroll Administration Manager, section heads, and other Branch personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of payroll, business administration, financial management, and fringe benefit administration
- Theory and practice of business management with particular emphasis on systems design and control techniques Provisions of the Education Code and other law relative to wages, salaries, fringe benefits, and deductions
- Principles and practices of benefits, Human Resources, and Personnel Commission as related to providing first level customer service to employee
- The District's day-to-day operating environments, available tools and procedures related to customer service
- Federal, State, and local laws pertinent to the activities of the Branch and Division
- Capabilities, operations, and SAP applications of electronic data-processing hardware and software
- Laws, regulations, collective bargaining unit contracts, court decisions, and legal interpretations concerning certificated, classified, and other employee salaries and benefits

### Ability to:

- Make critical payroll operational decisions based upon an objective evaluation of the facts and considering all possible options
- Coordinate payroll activities with administrators at school sites, in the Office of General Counsel, Personnel Commission, Human Resources, Benefits Administration, Information Technology, BASE, and other offices
- Oversee and manage with the assistance of the Information Technology BASE team 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.
- Oversee and manage the development of District work schedules, calendars, and workshop presentation for District staff

Evaluate current practices, procedures and issues problems and develop and implement improvements  
Train supervisory staff and direct training of time-reporting personnel  
Organize activities to meet deadlines  
Analyze laws, regulations, and make interpretations  
Conduct and participate in meetings and conferences  
Prepare effective reports, letters, job aids, and other documents  
Deal effectively with employees, union representatives, management personnel, and others  
Communicate clearly and effectively both orally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in business administration, accounting, collective bargaining, school law, school business management, economics, public administration, and electronic data processing.

### Experience:

#### Director:

Four years of management-level experience in payroll administration involving critical deadlines, interpretation and application of laws and rules, and control of applicable procedures in a public jurisdiction or private firm with at least 1,000 employees. Management level experience in accounting, finance, business administration, budget development, or personnel administration may be substituted on a year-for-year basis for up to two years of the above experience. The aforementioned experience within an SAP environment is preferable.

#### Deputy Director:

Four years of management-level or supervisory experience in payroll administration accounting, finance, business administration, budget development or personnel administration involving critical deadlines, interpretation and application of laws and rules, and control of applicable procedures in a public jurisdiction or private firm with at least 1,000 employees. At least three years of the aforementioned experience must be at the management level.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
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