

PAYROLL ADMINISTRATION MANAGER

DEFINITION

Plans, coordinates, 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, such as a compensation theories and policies, benefits, deferred compensation, and perquisites.
- Directs the work of payroll services personnel in activities related to development and maintenance of records associated with computer 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 related errors and activities resulting from SAP payroll runs.
- 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 with existing and proposed systems and provides solutions.
- Develops and recommends new and revised payroll policies and procedures and Branch policies and regulations in relation to new developments in the SAP modules.
- Collaborates with the District training team in the development, implementation, and coordination of training programs for District school and office time-reporting personnel and Payroll Services Branch staff.
- Reviews and participates in the analysis of laws, regulations, collective bargaining contracts, legal opinions, and legal decisions that affect the payroll process.
- Recommends long range developmental plans related to computerization and overall payroll operations.
- Identifies payroll processing problems by consulting with associates, supervisors, and section heads and by examining time reports, assignments, benefits, deductions, adjustments and corrections, salary delivery, and reports and recommends and supervises the implementation of procedures for problem prevention and/or solution.
- Analyzes union contracts, Board of Education and Personnel Commission rules and reports, and Education Code changes to determine effect on payroll processing and recommends and assures implementation of changes in procedures, forms, and records as necessary.
- 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 in place of the Director of Payroll Administration.
- May act for the Director of Payroll Administration in the event of absence.
- 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 secretarial and other clerical support personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Functionality and processes of SAP Time and Payroll Modules
- 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:

- Perceive 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
- Make recommended changes and translate best practices solutions within SAP
- Apply strong lateral and analytical thinking skills
- 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 in business or public administration or a related field.

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 California Driver License
Use of an automobile

SPECIAL NOTES

1. Management class
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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JPK²