

PAYROLL DISTRIBUTION SUPERVISOR

DEFINITION

Supervises and participates in the work of a unit that is responsible for distributing District payrolls, providing information regarding salary warrant disposition, and processing warrant replacements.

TYPICAL DUTIES

Supervises, trains staff, and participates in the activities of a unit engaged in duties that include the following:

- Providing information to employees in regard to replacing lost, stolen, or stale warrants, and completing affidavits for issuance of replacement warrants.

- Analyzing payroll data, including check, District SAP and HRS records, Los Angeles County Office of Education (LACOE) records, computer printouts, microfiche records, and correspondence, to determine actions to be taken.

- Loading, operating, adjusting, and repairing stamping, and sealing machines.

- Assembling, packaging, and shelving warrants and stubs for mailing and releasing for distribution

- Processing documents with LACOE for payments to designees, stale dated warrants, and for actions and payments regarding claims of fraudulently cashed checks.

- Maintaining daily warrant logs, and preparing monthly reports regarding lost or returned warrants, warrant disposition, and stale dated checks.

- Establishes controls for assuring detection and correction of errors and defines performance metrics.

- Performs the more difficult work of the unit.

- Establishes unit and staff priorities and work schedules and evaluates performance.

- Develops work methods and procedures.

- Determines amounts needed for postage and coordinating transactions with District's mail unit.

 - Prepares statistical reports of unit activities and count of mailing, and postage usage.

- Maintains files of warrant designee and address cards.

- Researches and resolves salary delivery issues.

- Confers with other units regarding other payroll mailings.

- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Payroll Distribution Supervisor establishes controls and supervises employees in the operation of machinery used for distributing payroll and in analyzing payroll data to determine disposition of salary warrants.

The Senior Payroll Specialist oversees and supervises the activities of multiple units with the Payroll Services Branch and monitors the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.

A Payroll Distribution Assistant provides assistance to employees regarding disposition of salary warrants by analyzing payroll distribution data, prepares materials needed to rectify problems, and operates payroll distribution machinery.

SUPERVISION

General supervision is received from the Senior Payroll Specialist. General supervision is exercised over Payroll Distribution Assistants and other lower-level clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Rules, regulations, and collective bargaining agreements regarding various certificated and classified employee payrolls, payment schedules, and payroll calendars
- Rules and regulations regarding processing of lost warrant affidavits and the replacement of salary warrants
- SAP HR and Payroll modules
- Time reporting and payroll procedures
- Microsoft operating systems
- Microsoft Excel, Outlook, and Word
- Principles of supervision
- Procedures for files organization and maintenance
- Operation of various stamping and sealing machines_to be able to make minor repairs and adjustments

Ability to:

- Apply and interpret rules regarding payroll processing, delivery, and replacement
- Supervise and evaluate the work of subordinates
- Train subordinates to operate stamping and sealing equipment
- Communicate effectively, both orally and in writing
- Work under pressure to deliver tasks with multiple deadlines
- Analyze and apply payroll and personnel codes in interpreting warrant and register data
- Compile data and prepare reports
- Work accurately with figures

Special Physical Requirements:

- Stand for extended periods of time
- Safely lift and carry trays weighing up to 25 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision, business English, office practices and procedures, and computer usage.

Experience:

Four years of office experience, including at least two years in the interpretation and application of payroll or personnel regulations. Completion of a course of at least 30 hours in supervision at an adult school or recognized college or university; or completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Certificate Program is preferable.

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 the position at any time.

Revised
12-22-2014
SD

District Notification Date: 11-5-14
Union Notification Date: 11-19-14