

SENIOR PAYROLL SPECIALIST

DEFINITION

Plans, coordinates, and supervises the analysis, development, and implementation of new and revised policies and procedures of payroll to improve the efficiency of the services including but not limited to financial, retirement, legal, payroll related expenditures, and postings into the general ledger of the District.

TYPICAL DUTIES

- Oversees and evaluates the work of payroll services personnel developing and maintaining payroll processing data records in SAP to insure proper documentation and compliance with laws, rules, and regulations.
- Reviews existing documents, and develops new practices, transactions, procedures, and reports related to the responsibilities of the division as they relate to payroll and accounting functions.
- Coordinates with Business Tools for Schools (BTS), Benefits, Human Resources, Personnel Commission, Human Resources, General Accounting, and other departments on procedural forms and controls impacting payroll processes, for the purpose of developing more efficient systems.
- Collaborates with BTS teams on the development of system requirements, process designs, detailed business activities, and data mapping and modeling to support the maintenance of SAP Payroll accounting and financial processes.
- Assists BTS teams by identifying problems in payroll and accounting systems and makes recommendations and implements long range developmental computerization plans, and procedures for problem prevention or solution.
- Analyzes, evaluates, and makes recommendations regarding cost and benefit factors in taxation, banking, and deduction areas of payroll operation
- Analyzes union contracts, Personnel Commission and Board of Education rules and reports, and Education Code changes to determine effect on payroll processing and to recommend changes in payroll procedures, forms, and records as necessary.
- Gathers and analyzes data related to payroll grievances; consults with employees and their representatives and Staff Relations personnel to resolve grievances and complaints; determines the Branch's position in regard to individual cases; and represents the Branch in grievance hearings.
- Oversees payroll accounting duties such as tax reporting and reconciliation, posting and reconciling payroll disbursements, monitoring automatic payroll depositions, and warrant reconciliation functions and coordinates the resolution of related errors.
- Composes bulletins, memoranda, procedural manuals, and reports for Branch and District-wide distribution.
- Provides technical support, direction, and training to section and unit supervisors in implementing changes.
- Develop and present programs to provide training and to administrators, time reporters, and other personnel regarding payroll procedures and problem resolution.
- May represent the Branch at Divisional and inter-Divisional meetings in place of the Director or Deputy Director of Payroll Administration or Payroll Administration Manager.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Payroll Specialist oversees and supervises the activities of multiple units with the Payroll Administration 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.

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 Payroll Specialist III analyzes the payroll system and procedures and provides technical support and oversight for Payroll Administration Branch staff.

SUPERVISION

General direction is received from a Payroll Administration Manager. General supervision is exercised over professional, technical, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Functionality and processes of SAP Human Capital Management System
- Policies, rules, and regulations related to the States Teachers' Retirement System, Public Employees; Retirement System, and Public Agency Retirement System
- Principles, practices, systems, and procedures involved in payroll including deduction control, records maintenance and documentation, and payroll accounting
- Federal, state, local, and District laws, policies, rules, and regulations related to payroll and accounting processes Internal Revenue Service (IRS) and Franchise Tax Board (FTB) circulars as they pertain to salary taxation
- Research, statistical, and forecasting methods used in payroll analysis and management
- Grievance procedures
- Principles of work simplification and forms design
- Supervision and training methods
- Best customer service practices and the measurement (metrics) of those practices
- Fundamentals of systems analysis for data processing

Ability to:

- Plan, schedule, and coordinate the operation of complex payroll and retirement systems
- Effectively manage the work of and provide leadership to multiple units of professional, technical, and clerical personnel
- Develop and interpret rules, regulations, policies, procedures, and practices related to Payroll Accounting
- Anticipate complex payroll and accounting system problems and apply research and analytical techniques for resolution
- Work effectively and cooperatively with all levels of District personnel, representatives of government agencies, and various private organizations
- Effectively utilize computer equipment and software in the performance of duties
- Train and supervise employees in systems and procedures implementation
- Prepare clear and concise instructions, manuals, and reports
- Remain calm and pleasant under pressure and in stressful situations
- Work in a fast-paced environment with multiple deadlines
- Listen, and communicate effectively with customers
- Develop effective written and oral presentations
- Utilize Microsoft operating systems: Word, Excel, and PowerPoint

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, accounting public administration, information systems, or a related field.

Experience:

Four years of experience as a professional or lead providing work direction utilizing the SAP Human Capital Management system in payroll processing with responsibilities in such areas as payments, deductions, personnel assignments, accounting, customer service, grievance processing, application of payroll regulations, employee service error resolution computer programming, time and attendance, or systems analysis in a school district with an average daily attendance of at least 10,000 or a large public or private sector company of 25,000 employees or more.

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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