

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Payroll	Range: 17 (CL)	Management Schedule
Date Revised:	May 14, 2013	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the District Director, Fiscal Affairs, this position is responsible for planning, directing and coordinating the District's centralized payroll operations and activities, including the processing of certificated, classified and hourly employee payrolls.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, directs and coordinates centralized District payroll operations and activities in accordance with District policies, procedures and objectives; develops and implements plans and policies to facilitate and improve payroll services and operations.
2.	Assures compliance with applicable federal, state and local laws and regulations, including federal Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS); assures compliance with applicable collective bargaining agreement contract provisions.
3.	Establishes payroll schedules and calendars to meet statutory, regulatory, and collective bargaining agreement requirements and County Office of Education procedures; maintains strict payroll controls, schedules and deadlines; coordinates the processing of voluntary employee payroll deductions, wage garnishments and automatic payroll deposits.
4.	Assures proper application, calculation and reporting of compensation, benefits and taxes; prepares and reconciles quarterly reports for federal and state taxes and unemployment insurance; reconciles and audits W-2 forms for accuracy; makes corrections and adjustments as necessary.
5.	Directs and participates in the entry, updating and auditing of a variety of payroll data in assigned Human Resources/Payroll computer systems; extracts and audits data, develops spreadsheets from queries and generates a variety of computerized records and reports related to payroll activities.
6.	Coordinates payroll functions and operations with District Human Resources, Risk Management and other District departments and personnel as necessary; coordinates activities related to personnel, workers' compensation and fringe benefits to assure compatibility with payroll functions.
7.	Maintains communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and activities; serves as a technical resource in providing recommendations and information regarding payroll functions and activities.
8.	Directs and participates in the preparation and maintenance of a variety of financial and statistical information and reports related to payroll activities; compiles information and data to create various financial and statistical reports and statements; assures accurate and timely completion and submission of reports; direct the maintenance of departmental record files; maintain confidentiality of employee records.

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9.	Maintains current knowledge of federal, state and local laws, rules and regulations related to payroll operations; maintains current knowledge of PERS and STRS regulations and procedures pertaining to payroll operations;
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and staff.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Manager, Payroll maintains frequent contact with college and District departments and personnel, the Orange County Department of Education and other outside agencies.

EDUCATION AND EXPERIENCE

Required Qualifications

Possession of a Bachelor's degree, preferably in business administration, public administration, or related field from a regionally accredited institution.

Minimum of five years of increasingly responsible payroll services experience, including supervisory or managerial experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and

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ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Payroll experience in public education, preferably at a community college.

Administrative or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner Human Resources and Finance systems.

Familiarity with the Orange County Department of Education payroll system.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal, state and local laws, rules and regulations related to payroll operations

Knowledge of Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS) regulations and procedures

Knowledge of Orange County Department of Education payroll system

Knowledge of appropriate enterprise software and databases relevant to the administration of payroll functions

Knowledge of financial computer tools and software, particularly as related to statistical analysis, spreadsheets and data management and manipulation

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Ability to effectively direct and coordinate centralized payroll operations

Ability to perform complicated mathematical calculations and analyses

Ability to prepare clear, concise and comprehensive financial reports and other documents

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to exercise good judgment and initiative in resolving problems and making recommendations

Ability to maintain a professional demeanor under stressful situations

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others.

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SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
