



Payroll Manager Classification Specification

JOB SUMMARY:

Under limited direction, manages the operations of the County's centralized payroll system within the Auditor/Controller's office and supervises assigned staff; designs and implements payroll procedures and performs complex, professional level auditing and payroll accounting work including: ensuring the timely and accurate processing of the County's biweekly payroll; analyzing a variety of financial operations, accounting systems, policies and procedures; interpreting and applying tax laws, ordinances, employee bargaining unit contracts and other documents that govern the work. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Payroll Manager is a single-incumbent at-will classification distinguished by its responsibility for the management and oversight of all phases and activities of the County-wide payroll system and the maintenance of County-wide payroll records. Performance of the work requires the incumbent to exercise of a high degree of sound judgement and considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Assistant Auditor-Controller by the latter's responsibility to assist the Auditor-Controller in the overall strategic planning and oversight of the activities and operations of the Auditor-Controller's Office.

SUPERVISION EXERCISED:

Exercises direct and indirect supervision over professional, technical, and/or clerical staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Plan, organize, direct and manage the County's Payroll Division, including: managing and supervising assigned staff; monitoring data entry and changes for accuracy; reviewing computer calculations to assure accuracy and compliance with laws; notifying appropriate parties of discrepancies and/or changes in processes; and verifying accuracy of payroll journal entry and processing changes.
- Ensure payroll is processed properly and timely by meeting critical timelines, which may involve flexible and irregular hours in the event of unforeseen issues or problems requiring resolution prior to the finalization of the payroll run.
- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, training, planning, assigning and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.
- Oversee the application of tax laws, including: computing and transferring payroll taxes; filing necessary documents; maintaining records to substantiate filings; interpreting tax laws, ordinances and other documents that govern the work; reporting questionable practices and procedures to appropriate personnel; modifying existing earnings and deductions to comply with mandatory changes; sets up new earnings and deductions; consult with Retirement department about all new earnings and deductions to ensure proper treatment within the payroll system(s.)
- Analyze financial information including: counting funds; examining records; preparing financial statements, reports and notes and issuing opinions on same; performing complex reconciliations and analytical procedures; reviewing budget preparation; and designing and implementing systems.
- Oversee and participate in audits, reconciliations and appraisals of the accounting and financial systems, accounts, funds, records and related activities to ensure accuracy and that adequate internal control, sufficient security, and auditability are present; reviews accounting, auditing and/or regulatory reports to ensure financial compliance and integrity and analyzes findings.
- Develop, communicate, and monitor procedures and standards for the Payroll Division staff and departmental payroll staff; recommend improvement when necessary.
- Serve as a lead professional on payroll and other related projects, this may include: providing technical and functional lead over County-wide staff assigned to payroll functions; providing training, tools and guidance to County employees, answering questions, researching and resolving related problems within the Auditor-Controller's office, within other County departments and with vendors.
- Oversee and participate in the reconciliation of employee deductions, issues checks to vendors, processes

refunds to employees and maintains payroll trust accounts.

- Interpret and execute all wage orders or garnishments in compliance with State and Federal regulations and guidelines; utilizes all standardized withholding calculation tools; remits payments to ordering entity.
- Oversee and participate in the preparation of year-end W-2 forms; reconcile all relevant annual payroll data; submit all W-2 documentation to the appropriate State and Federal entities.
- Implement open-enrollment benefit changes to voluntary programs; review enrollment documents for program compliance; record and reconcile all changes in payroll administration systems.
- Serve as Plan Administrator for voluntary 457(b) Deferred Compensation Plans sponsored by the County; maintain current documents for all plan options; provide individual assistance to employees with enrollment and participation changes; review all submitted documents for program compliance; approve and submit all documents to the proper vendor in a timely manner; provide participant status change updates to third-party vendors.
- Calculate and process adjustments for worker's compensation and employee wages; communicate results to departmental payroll staff and the affected employee(s); provide fund balance oversight to the Risk Department for 4850-Police Leave worker's compensation claims; calculates lump sum payouts of 4850 balances as needed; provide worker's compensation insurance carrier with accurate wage statements as needed.
- Notify Human Resources of employee changes that may affect benefits; assist in reconciling HR-administrated benefit funding transactions.
- Balance health care and child care receipts and participant reimbursements; notify third party administrators of contributions, deposits money, reconciles bank statements, process demands for direct payment from employees with insufficient pay to meet their contracted obligation; and track funds to ensure balance requirements are met.
- Maintain and reconcile voluntary payroll deductions; provide forms and guidance to enrollees; remit payment to third-party vendors.
- Research and compile data to comply with financial reporting compliance and integrity of the organization's systems and records; file appropriate reports with local, state and federal agencies.
- Track encumbered funds, including: assuring funds are available and restricted for specific purchases; resolving problems; and processing opening and closing entries.
- Process and maintain all confidential personnel records and payroll information for the department/unit, including generating personnel transactions, setting up interviews, maintaining filing system, applying approval, etc.
- Maintain the Payroll Processing Manual to reflect all current practices; updates said manual as needed.
- Participate in industry training events to ensure awareness of and compliance with a broad variety of rules, regulations, laws, and ordinances.
- Review and interpret MOU's and federal and state regulations and legislation applicable to the work and updates necessary related changes in the computer system.
- Analyze and compile payroll data for use by CEO and Human Resources for budget preparation and negotiations.
- Monitor productivity/work flow and resolves problems to ensure deadlines are met.
- Disseminate a variety of information to various agencies, division, or departments via telephone, email, employee meetings, Auditor Department web pages, US mail, or FAX.
- May serve as backup for other positions within the department.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Automobile

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelor's degree from an accredited four-year college or university in finance, accounting or a related field; and, two (2) years of progressively responsible experience performing professional accounting duties that included the responsibility for processing payroll, with at least one (1) year in a supervisory or lead capacity.

Substitution: Up to two (2) years of the education requirement may be substituted with directly related experience. A Master's degree in a related field may be substituted for up to one (1) year of the experience.

Licenses and Certifications:

Valid Driver's License

Certified Public Account (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of:**

- Current applicable federal, state and local laws, ordinances, codes, laws, rules and regulations and legislative issues related the administration of payroll.
- Rules, regulations, terminology, processes and best practices related to the completion, processing and maintenance of centralized payroll and personnel related documents in a public agency.
- Payroll programs, theory, policies and procedures.
- Generally accepted accounting principles as applied to governmental accounting.
- Financial, fund and project accounting.
- Financial report and statement preparation.
- Principles and practices of effective supervision and training.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Record keeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Personnel-related policies, rules, regulations and practices.
- Standard business arithmetic, percentages, decimals, etc.
- All computer applications and hardware related to the performance of the essential functions of the job.

Skill in:

- Preparing complete, accurate and timely accurate payroll reports, records, statistical reports and other specialized reports.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively, orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Advanced use of spreadsheet and word processing software.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

- Execute biweekly payroll and related reports, including meeting critical deadlines related to the execution of payroll.
- Analyze and evaluate payroll and accounting problems, complex rules and laws, using independent judgment, reaching sound conclusions and applying resolutions.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Apply complex concepts such as fractions, percentages, ratios and proportions to practical situations.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Payroll Manager

CLASS CODE: TBD

DEPARTMENT: Auditor-Controller's Office

REPORTS TO: Assistant Auditor-Controller

FLSA STATUS: E

CIVIL SERVICE: No; At-Will

BARGAINING UNIT: Unrepresented

ADOPTED: 6.2021

History Notes: