



**West Valley-Mission**

Community College District

## **CLASS SPECIFICATION**

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### **DIRECTOR, PAYROLL**

Classified Administrative Position (Exempt Status) Administrative  
Salary Schedule – Range 21

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#### **DEFINITION**

To plan, organize and direct and manage the payroll operations within the fiscal services division. The Director of Payroll, develops, implements, and monitors procedures to ensure the integrity of the payroll systems and to comply with applicable federal, state, and local laws, and regulations; including paying employees timely, responding to audit inquiries; and to perform a variety of highly complex tasks relative to the assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from Vice Chancellor, Finance & Administration.

Exercises direct supervision over assigned professional, technical and administrative support staff.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies and procedures; establish schedules and methods for processing monthly and special payrolls for all employees.

Plan, organize and direct payroll activities including ensuring the payroll is processed timely and accurately.

Prioritize, assign, supervise, and review the work of assigned staff involved in district payroll activities.

Direct, oversee and participate in the development of all payroll processes and related obligations of the District in compliance with labor agreements, legal requirements, and relevant District policy and procedures.

Oversee the preparation of all payroll processes for District employees, including payroll adjustments.

Manage the maintenance of payroll records and reports as required by federal, state, and local regulations, including meeting STRS and PERS requirements.

Plan, implement and manage the W-2 production, distribution, and reporting process including corrections, adjustments, and issuing the W-3c.

Monitor and audit the accuracy and integrity of all payrolls, deductions, benefits, tax shelter annuities, and overload contracts and perform various complex payroll calculations.

Investigate, resolve, and respond to complex or unusual payroll issues in a professional manner.

Plan and oversee quarterly and year-end payroll balancing and auditing processes.

Ensure accurate payment of payroll taxes, withholding wages, and reconciliation of federal and state reporting.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; process new hire packets, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Troubleshoot database system errors or concerns in collaboration with information systems staff.

Respond to payroll related questions and provide information to students, staff, administrators, and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

Collaborate with Human Resources, Information Technology, and external agencies, including auditors, state retirement agencies, health benefit agencies, consultants, and federal and state agencies.

Oversee and ensure accurate reporting to STRS/PERS retirement system.

Lead the development of new and improved procedures to streamline payroll processes; document processes and procedures.

Collaborate with department heads and college leadership to develop and monitor budgets that align with the college's strategic goals.

Establish and maintain a strong partnership with Human resources.

Ensure timely report transmittals and payment to CalPERS and CalSTRS retirement systems.

Represent the District as a liaison to outside agencies on payroll-related matters.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of payroll administration.

Principles and practices of fund accounting and financial recordkeeping.

Computerized payroll/accounting and data processing systems and related software.

Principles and practices of supervision, training, personnel management, and performance evaluations.

Regulations, policies, and standards governing payroll and benefits processes.

Federal, state, and reporting requirements related to payroll processes, including California Education Code, CalSTRS, CalPERS, garnishments, tax shelter annuities, and other programs and laws relating to payroll records, and benefit programs.

Principles and practices of budget monitoring. Principles and practices of safety management.

Pertinent local, state, and federal laws, ordinances and rules, including provisions of CalPERS and STRS retirement systems.

### **Ability to:**

Organize, implement, and direct payroll administration operations/activities.

Develop and use a variety of complex spreadsheets and software instruments to conduct financial analysis, develop, format, and prepare data for a variety of reports.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent payroll regulations, and contract provisions pertaining to pay and benefits, and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing the scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively, orally and in writing.

Maintain confidentiality and handle sensitive information discretely.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings, and/or perform weekend work.

**Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Five years of increasingly responsible experience in accounting, payroll, financial analysis, and reporting including two years of administrative and management responsibility.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: August 14, 2024*