



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, PAYROLL

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 32

DEFINITION

To plan, organize, direct, and supervise payroll operations within the fiscal services department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Financial Services.

Exercises direct supervision over assigned technical staff.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for processing monthly and special payrolls including full time and classified employees over time timesheets; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in district payroll activities.

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.

Audit, verify, and supervise processing of pay including voluntary deductions; administration of benefits, tax shelter annuities, overload contracts and perform various calculations and maintain records.

Validate and process benefit and payroll related deductions, in accordance with provisions of various bargaining unit contract provisions.

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

Communicate with government agencies, financial institutions, and retirement system representatives to resolve issues and coordinate activities.

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

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, and performance evaluations.

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.

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, 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 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.

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:

Four years of increasingly responsible experience in accounting or payroll administration, including one year providing technical and functional supervision over assigned staff.

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: Professional Non-Faculty

Date Approved: November 1, 2016