

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Payroll Operations	CLASSIFICATION:	Classified Non-Represented Management
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9891	WORK YEAR:	12 Months
DEPARTMENT:	Business Services	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Chief Business and Operations Officer	HR APPROVAL:	3-7-2024
		CABINET APPROVAL:	3-13-2024

BASIC FUNCTION:

Oversee payroll functions across SCUSD, inclusive of over 5,000 certificated and classified personnel on varying pay schedules employed in approximately 84 school sites, early education centers, and administrative facilities, which utilize paper and web-based time reporting systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Manage the day-to-day functions of the Payroll department with a focus on providing the highest standards of customer service to our schools and central office staff. **E**

Engage in effective and efficient implementation of the HR/Payroll enterprise system through collaborative cross-departmental efforts. **E**

Lead the complex effort to understand current state of end-to-end payroll processes and identify key opportunities for improvement. **E**

Drive the design and implementation of improved payroll processes and operations with the goal of making them more streamlined, efficient and accessible. **E**

Standardize to best practices where possible and develop a plan for implementation of process improvements, including preparing and engaging Payroll staff in process change through training, documentation, and technical support **E**

Communicate and obtain buy-in for proposed process changes with key stakeholder groups. **E**

Coordinate efforts with system implementation teams to ensure alignment for cross-functional processes. **E**

Supervise, evaluate and guide Payroll staff, build capacity, establish and communicate clear goals and expectations for the department that are aligned to district priorities, and hold staff accountable for meeting short and long-term goals. **E**

Ensure the timely and accurate reporting of certificated and classified employees' retirement contributions to CALSTRS and CALPERS, all post-pay deductions and withholdings, garnishments, Tax Sheltered Annuities

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(TSA), general deductions, and retirement deductions. **E**

Oversee timely and accurate printing, sorting and mailing of pay warrants, direct deposits, W2's, and monthly and quarterly taxes. **E**

Ensure timely completion of all payroll tax reporting requirements for federal and local taxes. **E**

Work collaboratively with the Human Resources and Risk Management Departments to ensure accuracy of employee compensation and benefits data and the timely set up of new employee information in the payroll system. **E**

Respond to audit items and public record requests. **E**

Monitor compliance with all applicable laws, ordinances and regulations, including California Labor Code and Board of Education policies; oversee the preparation and submission of State and Federal mandated reports. **E**

Develop strategies to resolve complex payroll and retirement reporting issues. **E**

Implement and update functions within business systems and/or additional workflows, providing supporting documentation as needed for continuous improvement and accountability. **E**

Assist and prepare workshops and manuals relevant to payroll process and present at workshops when assigned. **E**

Input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations, labor partners, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree from an accredited college or university; advanced degree preferred.

Four (4) years of professional-level experience in a large, urban school district over 30,000 ADA, or payroll department, or other relevant setting such as County or State level education organization. Strategic leadership and management experience; in a K-12 public educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Experience supervising a payroll division in a California public school district, with demonstrated knowledge of and responsibility for processing certificated and classified employees' pay through a computerized payroll system.

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- Knowledge of California Education Code employment provisions applicable to certificated and classified staff.
- Knowledge of practices and procedures of the California State Teachers' Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS).
- School district organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.

ABILITY TO:

- Highly-motivated, self-directed individual with deep payroll functional as well as process improvement expertise who will provide the strategic vision for the SCUSD Payroll functions and the leadership for our change management effort to streamline processes.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Ability to work effectively across multiple functions and roles within a complex organization.
- Strong interpersonal skills and the ability to build effective working relationships with senior level district staff and colleagues.
- Success leading effective teams and individuals.
- Ability to work effectively in difficult situations that involve confidential and sensitive matters.
- Strong computer skills including Google Suite, Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read, prepare, proofread documents, and monitor activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits with District-offered plans