

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: District Manager, Payroll

Department: Fiscal Services

POSITION PURPOSE

Under general direction, the District Manager, Payroll plans, develops and organizes the operations of District payroll and records administration services including processing employee payroll, payroll accounting, and post-employment benefits; ensures accurate and timely processing of payroll transactions in accordance with applicable laws, guidelines, and reporting mandates; maintains a variety of confidential and sensitive payroll records and files; provides training and consultation to staff in payroll-related areas; performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, develops, and organizes the daily operations of the Payroll department processing and administration of employee payroll; develops and maintains the integrity of payroll processing systems for accurate and confidential payroll and employee attendance records, pay calculations, retirement reporting, timesheets, new hire information, withholding and voluntary deductions; establishes and implements payroll-related processes and systems to comply with applicable laws or changes to labor agreements.
2. Manages, reviews and approves the work of others in the timely and accurate processing of payroll transactions including regular pay, benefits, taxes, garnishments, and other deductions; ensures accurate and timely processing of payroll updates including new hires, temporary workers, promotions, terminations, and changes to pay rates; prepares, provides, and maintains accurate payroll records, timekeeping, retirement reporting and tax filings; implements and facilitates District salary schedules.
3. Integrates, implements and evaluates systems and processes utilized in payroll calculations ensuring the most current, tax and salary tables, social security rates, and Medicare rates are applied; sets up and maintains leave accounting system to include sick, extended sick, floating holidays, vacation, and other leaves in accordance with established District policies and procedures and applicable bargaining agreements; provides training and direction to staff on the integrated databases and applicable reports related to Payroll; interacts with ITSS to develop, enhance, and modify departmental computing hardware and software.
4. Manages, monitors and implements plans, policies, and procedures reflective of the District's goals and mission, and to improve District payroll services and operations; audits payroll information for accuracy; identifies discrepancies, makes corrections and resolves problems.
5. Prepares and ensures accurate retirement reporting processes and systems regarding employee membership, creditable compensation calculations, and contributions; provides information to employees concerning separation and status changes; sets up, reports and monitors employee buybacks and retirement system contributions; monitors changes in pension systems' policies and provides expert counsel on the potential effect of changes in compensation matters on collective bargaining, including extra compensation, differential pay issues, and retirement incentives; maintains knowledge of the latest legislative changes regarding retirement reporting.
6. Oversees the preparation and distribution of mandated reports, records, schedules and reconciliation activities in compliance with Federal Privacy Act regulations to reduce liability on release of employee assignment and pay information; participates in year-end closing processes and annual

audits of payroll transactions; assists auditors with payroll and employee data for internal and external audit processes.

7. Responds to court-ordered subpoenas for District employee records of sick leave banks, vacation balances and garnishments; receives, investigates, and responds to difficult and sensitive payroll-related issues in a professional manner; identifies and reports findings.
8. Manages and evaluates the work assignments and performance of assigned classified employees and other staff; interviews and participates in selecting employees; trains, evaluates, counsels, and disciplines personnel according to established policies and procedures; develops, recommends, administers and monitors policies, procedures and processes, and monitors compliance.
9. Participates in developing and administering the department budget; contributes to the development of and monitors performance against the annual department budget; forecasts funds needed for the department's staffing, equipment, materials and supplies and approves department expenditures; directs and oversees the development, implementation and evaluation of plans, processes, systems and procedures.
10. Provides timely operational, technical, and functional information to immediate supervisor and other administrators; interprets and explains payroll-related policies, regulations, and systems including multiple bargaining agreement impacts; recommends appropriate courses of action in unusual and complex circumstances; demonstrates effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization; communicates and coordinates with pertinent departments and bargaining units on matters pertaining to employee compensation.
11. Develops, revises, and analyzes department procedures, handbooks, and forms related to payroll and personnel records; establishes and manages timelines, schedules, and internal payroll controls; prepares, revises, and updates payroll procedures for dissemination throughout the District; implements and maintains an organizational structure that maximizes utilization of resources and talent while ensuring effective and efficient delivery of services.
12. Coordinates and contributes to presentations to be presented to the Board of Trustees and other board-level groups.
13. Serves on committees and assists with District, local, regional, state and national conferences, meetings, workshops and training seminars; participates in consultation, shared governance, and appropriate advisory committee meetings.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, terminology, and practices used in payroll operations, payroll accounting, retirement reporting and reconciliation.
2. Principles, practices, and terminology related to payroll administration.
3. State retirement reporting systems, including CalPERS and CalSTRS regulations, procedures, and reporting requirements.
4. Regulations, policies, and standards governing both single and multistate payroll processing with federal and state tax law implications.
5. Principles, operations and integration of Human Resources Information Systems (HRIS), enterprise technology and third-party systems and advanced usage of general and specialized payroll and reporting software packages, databases and spreadsheets.

6. Federal, state and other applicable laws and regulations and District policies and procedures governing payroll practices including relevant sections of the California Education Code, Title 5 and applicable sections of Internal Revenue Regulations and labor laws.
7. Theories and techniques of negotiation, mediation and conflict resolution.
8. Budget preparation and control.
9. Principles and practices of strategic planning.
10. Principles and practices of effective management and supervision.
11. Principles, practices, methods and techniques of program, administrative and organizational analysis, and planning and management as applicable to assigned area.
12. Principles and practices of organizational improvement and culture change.
13. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
14. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize and approve work completed by department staff and ensure the accuracy and timely processing of payroll.
2. Analyze complex data and information, reason logically, and develop and present alternative solutions effectively both orally and in writing.
3. Interpret, apply and explain complex rules, regulations, policies, procedures and practices to a variety of individuals and audiences with varying levels of knowledge on the subject.
4. Ensure compliance with federal, state, and local laws, rules and recordkeeping and reporting requirements.
5. Conduct research, reconcile and interpret large amounts of financial data, and prepare and present reports, proposals and recommendations clearly, logically and persuasively.
6. Represent the District in interactions with auditors, regulatory agencies, third-party administrators, vendors and other external payroll and retirement services providers.
7. Present solutions to management with confidence and effectiveness.
8. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
9. Build and foster knowledgeable, cohesive and effective work teams.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in accounting, finance, business administration, public administration, or a closely related field.
2. Four years of progressively responsible payroll experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

Prior experience supervising payroll in a public sector agency with multiple bargaining units or a higher-education institution is preferred.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-20

EEO Category: 2B1- Executive/Administrative/Managerial