



## Job Description

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<b>POSITION TITLE:</b>	<b>Division Director, Payroll Services Business Services</b>	<b>#5032</b>
<b>SALARY PLACEMENT:</b>	<b>Administrative Council Salary Schedule Range 2</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent of Business Services, directs all payroll, computational, accounting, worker's compensation operations, and clerical duties related to the issuance of regular and supplemental payrolls of designated county school districts. Serves as a member of the Administrative Council.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Accounting, Business Administration or related field. Experience of an extraordinarily related nature may be substituted for degree requirement. Five year's experience as a manager in a business/payroll related position.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Ability to carry out significant school payroll functions with minimal direction, accurately and within scheduled deadlines; supervise and train other employees; and communicate effectively. Experience working in a school district or county office of education; or in a public accounting firm with significant experience in school district accounting, payroll and budgeting.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection
- the mechanics of the payroll system, electronic data processing, and basic knowledge of payroll rules and regulations
- federal and state laws, California Education Code, and department policies and procedures relative to salary administration

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets
- analyze situations accurately and adopt an effective course of action
- analyze complex financial data
- prepare accurate records and reports
- apply laws, policies and contract provisions pertaining to payroll procedures

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **DISTINGUISHING CHARACTERISTICS:**

The Division Director represents Range 02 on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the County Office at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopts an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Supervise and participate in the preparation and maintenance of all payroll and disbursement records, reports and files, and in the processing and issuance of the payroll.
15. Serve as liaison to Data Processing department for payroll-related issues and systems
16. Advise school districts on technical aspects of the payroll system and interpret laws related to payroll.
17. Develop written procedures, guidelines, forms, and other documents to facilitate payroll.
18. Maintain full knowledge of workers compensation, attendance, unemployment and provide supervision of those functions.
19. Supervise the monitoring, verifying, and processing of all HRA items/forms.
20. Maintain controls for balancing of state and federal tax.
21. Authorize, audit and proof computer output.
22. Instruct all designated school districts on new payroll-related accounting procedures.
23. Assist the Deputy Superintendent of Business Services in the formulation of policies and procedures as well as in the performance of assigned duties.
24. Perform all other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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