

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**MANAGER II, PAYROLL**

**DEFINITION**

Under direction of the Director I, Fiscal Services the, Manager II, Payroll supports the educational programs of the District by managing, planning and organizing a detailed and complex payroll system for the District assuring that all District employees are paid in an accurate and timely manner.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Plan, organize, and maintain all payroll record information district wide for classified and certificated personnel including the coordination and payments of statutory benefits, retirement, unemployment insurance, social security, and Medicare.
2. Supervise, train, organize and evaluate assigned personnel performing clerical and technical payroll work.
3. Maintain accurate files and records on all health, disability, insurance, credit union dues, and other deductions.
4. Prepare quarterly reports for state and Federal taxing agencies (payroll taxes, old age, survivor and disability insurance (OASDI) and Medicare,).
5. Reconcile and prepare annual W-2's.
6. Monitor and develop new payroll procedures as appropriate.
7. Interpret and implement policies relative to changes in federal, state, and local laws.
8. Work with third party administrator in maintaining tax sheltered annuity accounts.
9. Represent the district in court under subpoena for payroll records and in small claims court.
10. Coordinate certificated and classified retirement plans with the State.
11. Assist in providing information for collective bargaining and the implementation of negotiated salary increases.
12. Provide technical expertise, solve a variety of payroll problems and respond to questions or complaints from employees regarding interpretation of laws, rules and District regulations governing payrolls.
13. Adjust employee payroll grievances.
14. Work closely with Human Resource Services to ensure that employees are paid correctly, charged to the proper accounts, and validation of records is completed between the Human Resource Services, Payroll, and Accounting departments.
15. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
16. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
17. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
18. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
19. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; general payroll, bookkeeping, record keeping, and filing procedures; automated and manual personnel/payroll methods and systems; District and County Office of Education payroll procedures.

**Ability to:** Manage, lead and direct the functions and activities of a payroll department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; prepare accurate statistical calculations as well as clear and concise reports; perform complex and technical payroll operations including payroll audits and reconciliations; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Bachelor's degree from an accredited college or university in a related field. Education may be substituted for equivalent years of experience.

**Experience:** Five years of professional, increasingly responsible experience in payroll administration including two years of supervisory experience. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.