

Sacramento County Office of Education Job Description

Classification Title: Director I, Business Technology and Payroll Operations

Definition

Under general direction, plans, organizes, and manages the operations of the Information Services, Payroll, and the Student Information Systems departments for the Sacramento County Office of Education (SCOE); performs other related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Professional, clerical, and technical personnel as assigned

Duties and Responsibilities

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.

- Directs operational goals and priorities of Information Services, Payroll, and Student Information Systems teams;
- Leads complex projects in collaboration with department leadership;
- Manages and troubleshoots payroll, retirement, and leave accounting issues;
- Develops and implements new or revised procedures related to Information Services, Student Information Systems, payroll, benefit and retirement processes;
- Prepares and analyzes complex and confidential reports;
- Facilitates periodic meetings with county school district partners to foster relationships, discuss industry trends and legislation, and offer technical support;
- Provides technical expertise and assistance to department leadership and staff;
- Directs the implementation, maintenance, and evaluation of all business, financial, payroll, human resources, and student information related software and hardware systems;
- Develops and implements processes to ensure data integrity and confidentiality of payroll, students, and staff information;
- Provides timely and responsive leadership in addressing department and staff issues and challenges;
- Assists in the development and management of the Information Services and Student Information Systems budget;
- Creates and implements policies and procedures to ensure accurate and timely employee leave entry and accounting;
- Implements policies and procedures for the California Longitudinal Pupil Achievement System (CALPADS) to ensure accurate reporting of student information data for SCOE school sites and provides support and guidance to districts;
- Interprets, explains, applies, and provides technical assistance to internal and external partners regarding retirement law and payroll guidelines;
- Selects, trains, supervises, and evaluates assigned staff.

Minimum Qualifications

Education, Training, and Experience

- Any combination of education, training, and experience equivalent to a bachelor's degree in business management, information science, computer science, human resources, finance, public administration, or another related field;

- 5 years of increasingly responsible experience in public agency payroll, information services, or student information systems required;
- Experience supervising and evaluating staff.

Knowledge of

- Business systems management methods;
- CALPADS, QSS, and PowerSchool software systems;
- Staff development, training, and support techniques;
- Effective leadership and staff management techniques, including selection and training, coaching, performance evaluation, conflict resolution, and team development;
- Educational Public Service Retirement Systems;
- Principles and methods of strategic planning and project management;
- Applicable laws, rules, and regulations related to public education, payroll, information services, and student information systems;
- Best practices and principles in the management and operations of Information Services, Student Information Systems, payroll, benefit and retirement processes;
- Federal and state student records requirements, laws, and regulations;
- Effective communication techniques, including group presentations;
- Standard office equipment, software applications, and videoconferencing platforms.

Skill and Ability to

- Communicate effectively in both technical and nontechnical terms to various audiences;
- Maintain high level of attention to detail;
- Work independently with minimal direction;
- Effectively counsel, advise, and interact with supervisors and staff on a wide variety of business systems technology related matters;
- Communicate effectively in both oral and written form and maintain cooperative and effective working relationships with individuals from diverse backgrounds;
- Prepare budgets and forecast expenditures;
- Recommend appropriate alternative solutions and make effective and timely decisions;
- Exercise a high degree of judgment and utilize various strategies;
- Select, train, supervise, and evaluate staff;
- Plan, direct, and coordinate activities of a highly technical nature.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.