

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Payroll Services

DEFINITION

Under general direction, plans, coordinates, and supervises the organization's payroll and benefits operations for the County departments and school districts; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Payroll Services

Plans, coordinates, and supervises Sacramento County Office of Education's (SCOE) payroll operations; oversees preparation of accounting entries, and the reconciliation and filing of financial reports required by federal, state, and local agencies; coordinates payroll production for participating County school districts; coordinates, and oversees the reconciliation and preparation of deposits and financial reports for federal and state tax withholding, State Teachers Retirement System, Public Employees Retirement System, and unemployment insurance; oversees the reconciliation of districts' funds and employee withholdings on deposit in County School Deduction Trust Fund (CSDTF); assists in financial audits and implements recommendations; acts as a liaison with various federal, state, and local governmental agencies; selects, trains, supervises, and evaluates technical and clerical staff.

Benefits Services

Plans, coordinates, and supervises SCOE's benefit operations; oversees the Workers' Compensation process; assists in developing written procedures, guidelines, forms, and other documents to facilitate Workers' Compensation operations; coordinates with office personnel, district personnel, external brokers, and insurance company representatives for the purpose of implementing and maintaining services and/or programs; serves as a liaison between SCOE's staff and insurance company representatives for the purpose of resolving benefit challenges, developing, and implementing plan changes; responds to inquiries regarding 403(b) and 457(b) problems and a variety of benefits; provides oversight for the annual open enrollment process; and works alongside the Chief Administrator, Human Resources to implement changes required by law or bargaining unit agreements.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a Bachelor's degree in accounting, business administration or related field; increasingly responsible professional experience in public accounting, budgetary analysis, auditing, and business management. Successful supervisory experience, preferably in a school or governmental setting; experience in the supervision of a highly technical staff; successful experience in payroll management.

Knowledge of

Principles and practices of school business, financial, payroll, or human resources procedures; complex payroll records and reports; applicable laws, codes, regulations, methods, and practices related to public school payroll systems and retirement systems; the California School Accounting manual; principles and techniques of supervision; school financial software and standard software applications; technical aspects of school business finance; Workers' Compensation and loss control programs.

Skill and Ability to

Plan, coordinate, and supervise the work of technical and clerical staff; initiate, conceptualize, formulate, analyze, and manage new business, financial or human resources related programs and systems; develop and implement new or revised business, financial, payroll, or human resources methods and procedures; read, interpret, and apply technical data processing manuals and related documents; interpret, apply, and explain laws, rules, and regulations as they apply to school financial operations; prioritize, organize, schedule, and coordinate a variety of activities and projects; establish and maintain effective working relationships with County and district administrators and staff; communicate effectively in oral and written form in both technical and non-technical terms; plan, direct, coordinate, and supervise activities of a highly technical staff; work independently with little direction; select, train, and supervise personnel.

Revisions approved by Personnel Commission 10/3/19
Former title: Coordinator, Information and Compensation Services
Revisions approved by Personnel Commission 5/8/12
Approved by Personnel Commission 9-24-02