



Orange County Department of Education
Human Resources Department
Supervisory Class Specification

Class Code: 5056

FLSA Status: Nonexempt
Union Representation: Unrepresented

PAYROLL OPERATIONS SUPERVISOR

GENERAL PURPOSE

Under direction, plans, organizes, supervises, and oversees the preparation, processing, and maintenance of Orange County Department of Education (OCDE) payroll and related records in accordance with all applicable legal requirements; completes tax filing requirements; coordinates deadlines and processes with other divisions and departments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Payroll Operations Supervisor is responsible for supervising and overseeing OCDE's payroll operations and performs highly responsible duties in the preparation, administration, and maintenance of OCDE's payroll transactions, tax filings, reporting, and records. The incumbent is accountable for ensuring the payroll function is performed in strict adherence with relevant laws and codes, OCDE policies, and procedures and in accordance with sound financial management principles and practices. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures, and guidelines.

Payroll Operations Supervisor is distinguished from other OCDE administrative supervisory positions by the incumbent's specialization in payroll functions and processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Interview, select, organize, supervise, coach, and evaluate the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provide coaching for performance growth and improvement; and subject to management concurrence, takes disciplinary action, up to and including termination.
2. Participate in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
3. Oversee and monitor OCDE's payroll activities; audit and balance payrolls and mandatory/voluntary payroll deductions to ensure accuracy and compliance with federal and state laws, Education Code requirements, and provisions of OCDE bargaining agreements; review, audit, and approve payroll documents, schedules, and correspondence.

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4. Prepare documentation to process correcting adjustments to databases; analyze and resolve payroll exception reports; and coordinate payroll deadlines, activities, and information with other departments and respond to inquiries regarding payroll issues.
 5. Conduct research and analysis, compile data, develop reports, and make recommendations.
 6. Serve as the security administrator for payroll; determine access levels given to other OCDE employees for both the payroll and time and attendance systems; and develop and maintain written procedures for the time and attendance process.
 7. Prepare, reconcile, and submit a variety of in-house as well as federal and state government mandated reports, including tax withholdings, mandatory payroll deductions for unemployment and retirement and a variety of voluntary payroll deductions; and complete and submit complex tax filings.
 8. Work with other departments to identify requirements and design elements for new and modified payroll applications, including updates to payroll tax calculation modules.
 9. Acts as a data resource for other OCDE departments for preparing various budgets and reports requiring payroll and benefits data.
 10. Represent OCDE Payroll at various meetings and workshops with outside agencies or institutions.

OTHER DUTIES

1. Develop, coordinate, and deliver presentations and staff trainings.
2. Design and develop reports for special purpose and on-going use.

QUALIFICATIONS

Knowledge of:

1. Federal, state, and local laws, regulations, and court decisions governing payroll and related transactions.
2. Principles and practices of effective supervision.
3. Methods, practices, documents, and terminology used in processing payroll transactions and in financial record keeping.
4. Operations and requirements of OCDE's computerized payroll and time and attendance systems.
5. OCDE functions and operations and associated payroll issues.
6. Basic principles and practices of general fund and governmental accounting, including internal control.
7. Auditing principles and practices.
8. Principles and practices of sound business communication.
9. The use of spreadsheets and other standard financial and business software.
10. Standard office procedures and practices.
11. OCDE human resources policies and procedures and labor contract provisions.

Ability and Skill to:

1. Prioritize, organize, and supervise cyclical payroll functions in order to effectively use available resources.
2. Operate computers and standard business software including spreadsheet applications.
3. Collect, evaluate, and interpret data, either in statistical or narrative form.
4. Analyze administrative, operational, procedural, organizational, and/or financial problems; evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
5. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, policies, and procedures.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise, and comprehensive correspondence, reports and other written materials.
8. Prepare and maintain accurate and complete specialized records and files.
9. Maintain confidential and sensitive information.
10. Establish and maintain effective working relationships with OCDE management, staff, external agencies and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is an associate's degree in bookkeeping, accounting, or a closely related field and five (5) years of experience in performing payroll duties and functions, at least two (2) years of which were in a lead capacity which included performing financial or statistical recordkeeping; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is usually quiet.

Created: 3/2025