



**Orange County Department of Education  
Human Resources Department  
Classified Supervisory Class Specification**

**Class Code: 5048  
Date Adopted: August 28, 2019**

**FLSA Status: Nonexempt  
Union Representation: Unrepresented**

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**PAYROLL COMPLIANCE SUPERVISOR**

**GENERAL PURPOSE**

Under direction, plans, organizes, and oversees the activities and operations associated with providing payroll processing, tax reporting, and compliance services to school and community college districts and the County Office; preparation, processing, and maintenance of payroll and related records for County school districts in accordance with all applicable legal requirements; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Payroll Compliance Supervisor is responsible for supervising and overseeing the OCDE Payroll Services unit, providing countywide payroll operations and related services to districts throughout the County. This classification is responsible for all payroll, payroll tax, and garnishment activities, including compliance with state and federal regulations and the filing of local, state, and federal reports. This classification oversees the implementation of county payroll and reporting systems, as well as the wage garnishment system. This job classification requires the employee to stay current on laws and regulations related to payroll processing, and the application of tax and garnishment reporting.

Payroll Compliance Supervisor is distinguished from the Payroll Operations Supervisor position by the focus of the former, which is to support all school districts, and oversee county-wide payroll production and compliance; while the latter focuses on internal payroll operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.*

1. Interviews, selects, organizes, supervises, coaches, and evaluates the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE human resource policies and labor contract provisions.
  2. Participates 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 standards.
  3. Supervise all payroll processing and payroll tax related activities, including compliance with state and federal regulations and the filing of quarterly and year-end returns.
  4. Serve as a liaison between the Payroll Services unit, Department personnel and divisions, vendors, and federal, state, and local governmental agencies regarding payroll related activities and operations.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

5. Oversees, trains, serves as a resource, and acts as liaison to district and internal staff for payroll and related systems and reporting services.
6. Presents at workshops for school districts on subjects related to payroll processing, tax reporting, and compliance.
7. Reviews, audits, and monitors payroll services unit functions continuously to ensure compliance with various federal, state, and Department requirements, provisions, legal opinions, and procedures.
8. Establishes and implements appropriate internal procedures and controls for the processing of payroll functions and the remittance and reporting of tax information; re-evaluates and refines programs and procedures to enhance the overall operation of payroll services to districts.
9. Develops and maintains a written procedure manual in the areas of payroll processing, federal and state tax reporting, garnishment processing and reporting, new hire reporting, and other compliance related activities.
10. Conducts research and analysis, compiles data, develops reports, and makes recommendations.
11. Serves as security administrator for payroll system; determines access levels given to school district staff.
12. Works with districts and Department personnel to identify payroll system requirements and design elements for new and modified payroll applications.
13. Participates in local and statewide groups, representing Business Services division at various meetings, workshops, and work groups.
14. Performs related duties similar to the above in scope and function as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Federal, state, local laws, regulations, and court decisions governing payroll processing and related transactions.
2. Methods, practices, documents, and terminology used in payroll processing transactions and in financial record keeping.
3. Operations and requirements of County Payroll System, related reporting systems, and wage garnishment application.
4. Basic principles and practices of governmental accounting and internal controls.
5. Auditing principles and practices.
6. Principles and practices of sound business communication.
7. The use of spreadsheets and other standard financial and business software.
8. Standard office procedures and practices.
9. Principles and practices of effective supervision.
10. OCDE human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Prioritize, organize, and supervise cyclical payroll functions in order to effectively use available resources.
2. Interpret and explain laws, codes, contracts, policies, and procedures.

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**Ability to (cont.):**

3. Operate computers and standard business software, including spreadsheet applications.
4. Collect, analyze, and interpret data, either in statistical or narrative form.
5. Analyze administrative, operational, procedural, organizational, and/or financial problems; evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
6. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, policies, and procedures.
7. Communicate effectively orally and in writing.
8. Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
9. Prepare and maintain accurate and complete specialized records and files.
10. Maintain confidential and sensitive information.
11. Establish and maintain effective working relationships with OCDE management, staff, external agencies, and others encountered in the course of work.
12. 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 from an accredited college or university with major course work in accounting, bookkeeping, business, or a related field; and at least five years of progressively responsible experience in performing payroll duties and functions, at least two of which were in a lead capacity; or an equivalent combination of training and experience. Experience in an educational institution or public agency is especially desired.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**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.

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**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.*

Employee typically works under typical office conditions, and the noise level is usually quiet.