



Orange County Department of Education  
Human Resources Department  
Supervisory Class Specification

Class Code: 5056  
Date Adopted: July 1, 2008  
Date Revised: June 1, 2018

FLSA Status: Nonexempt  
Union Representation: Unrepresented

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## PAYROLL OPERATIONS SUPERVISOR

### GENERAL PURPOSE

Under direction, plans, organizes, supervises and oversees the preparation, processing, and maintenance of 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

*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's human resources 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 expectations.
3. Oversees and monitors OCDE's payroll activities; audits and balances 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; reviews, audits, and approves payroll documents, schedules, and correspondence; prepares documentation to process correcting adjustments to databases; analyzes and resolves payroll exception reports; coordinates payroll deadlines, activities, and information with other departments and responds to inquiries regarding payroll issues.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

4. Conducts research and analysis, compiles data, develops reports, and makes recommendations.
5. Serves as the security administrator for payroll; determines access levels given to other OCDE employees for both the payroll and time and attendance systems; develops and maintains written procedures for the time and attendance process.
6. Prepares, reconciles, and submits 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; completes and submits complex tax filings.
7. Works with other departments to identify requirements and design elements for new and modified payroll applications, including updates to payroll tax calculation modules.
8. Acts as a data resource for other OCDE departments for preparing various budgets and reports requiring payroll and benefits data.

## **OTHER DUTIES**

1. Develops, coordinates, and presents presentations and staff trainings.
2. Designs and develops reports for special purpose and on-going use.
3. Represents OCDE Payroll at various meeting and workshops with outside agencies or institutions.

## **QUALIFICATIONS**

### **Knowledge of:**

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

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**Ability to (cont.):**

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 at least five years of progressively responsible experience in performing payroll duties and functions, at least two years of which were in a lead capacity which included performing financial or statistical recordkeeping; or an equivalent combination of training and experience. Experience in an educational institution or public agency is especially desirable.

**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 sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with frequent interruptions; and interact with OCDE management, staff, external agencies, and others 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.