



JOB TITLE:	ASSISTANT PAYROLL MANAGER	DIVISION:	DISTRICT – PAYROLL
REPORTS TO:	PAYROLL MANAGER	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

The Assistant Payroll Manager serves in a strategic support role within a fast-paced, time-sensitive and results oriented Department. The Assistant Payroll Manager facilitates the activities of the Payroll Department with subordinate staff to ensure accurate payroll processing. This position demands a self-starter that performs at a high level under tight recurring deadlines. Attention to detail, the ability to continuously learn from past results and adapt to the ever-changing federal, state & payroll framework are also key to the success of the position. The Position also works in collaboration with the District’s Officers, Deputy General Managers, and department heads to support the District’s Payroll, Pension & Benefits operations & objectives.

Key areas of responsibility include, but are not limited to; the effective use of complex, integrated electronic information technology applications as they relate to payroll; oversight of payroll processing functions and identification, maintenance, improvement and implementation of the payroll system and its internal controls. Knowledge and compliance with federal, state, Memorandum of Understanding contracts, California Public Employee Retirement System (CalPERS) and other pension legislation is also a must; along with supporting and implementing the District’s policies and procedures.

Essential Responsibilities

- Performs maintenance of an accurate, efficient Payroll system in compliance with federal (i.e. FLSA, FMLA), state, Memorandum of Understanding contracts, CalPERS and other pension legislation as it relates to the payroll module
- Programs and tests the payroll (IFAS, Kronos, etc.) system enhancements, upgrades, and changes and resolves any technical programs with the payroll system vendor ensuring data integrity is not compromised
- Provides configuration, data maintenance and security support for time and labor application
- Serves as an “agent of change” in support of new efforts in tandem with HR, Information Systems Department and Accounting, including increasing efficiency and convenience
- Creates documentation/procedures and user job aids to assist in the training of department resources and communication of time and labor application and/or process changes
- Manages user’s access and compliance to established time and attendance policies as it relates to time and labor application



- Takes ownership of functional issues by identifying underlying problems, analyzing potential solutions, and implementing system resolutions, including workarounds. Documents solutions
- Controls all interfaces uploads, downloads, compiles and arranges data from diverse and various internal and external sources or agencies
- Maintain the quality, efficiency and overall effectiveness of the payroll system functions and internal controls, to increase accuracy and decrease risk of fraud and errors
- Strong documentation skills; including the ability to document current systems & procedures and the rationale behind past solutions & decision points
- Oversee record retention compliance of standard payroll reports as required by Federal and State laws as well as the established District retention policy
- Assists with the supervision/training of payroll staff and ensures the goals and direction of the department support District's goals and vision. This involves the participation of training, motivating and evaluating performance of payroll members
- Supports internal and/or external auditors in the performance of their work by producing schedules/documentation and answering questions involving District policies and procedures that will assist the auditors in the completion of their work
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Federal, State, local laws, collective bargaining agreements and deferred compensation plans
- Laws, rules and regulations governing the preparation and processing of voluntary pre- and post-tax deductions, and involuntary deductions, calculation of employee taxes, tax reporting, record retention and payroll accounting
- Principles and practices related to system development, implementation and maintenance, and the ability to comprehend technical concepts, programming language, calculation codes, and system documentation
- Automated time and attendance systems and automated payroll systems and reporting

Skill in / Ability to:

- Demonstrate proactive problem solving skills for creative solutions and strong commitment to customer service
- Writing business correspondence, reports, policies, and recommendations
- Demonstrate exceptional attention to detail and accuracy. Confidentiality is also vital
- Analyze systems and develop processes to ensure Payroll programs & procedures align with Board policy
- Work independently and effectively under pressure to meet deadlines
- Interpret and consistently apply policies and procedures
- Formulate and express ideas professionally, clearly and concisely, both orally and in writing
- Adapt to constantly changing circumstances and priorities
- Demonstrate diplomacy with all employees, both intra-departmentally & inter-departmentally, in the course of work



- Demonstrate advanced proficiency using personal computers and applicable software (Microsoft Word, Excel, Outlook, Internet research, report writing programming software)

Minimum Qualifications

Education and/or Experience:

- A Bachelor's degree in Business Administration, Finance, Public Administration, Accounting, or in any related field. Qualifying experience may be substituted on a year-for-year basis in lieu of education. A written statement detailing qualifying experience must be submitted with the application.
- A minimum of six years of in-house payroll processing and reporting requirements for federal, state and public agency pension authorities in organizations of 500+ employees
- A minimum two years of recent related supervisory and/or managerial level Payroll systems knowledge
- Experience with timekeeping implementation in a unionized environment &/or public sector payroll accounting is highly desirable

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record (Operates District vehicles on a regular basis)
- CPP (Certified Payroll Professional) certification desirable

Physical Requirements: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.