



JOB TITLE:	PAYROLL MANAGER	DIVISION:	DISTRICT – PAYROLL
REPORTS TO:	DIRECTOR OF ACCOUNTING	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

Under general direction of the Director of Accounting along with collaboration with the Managers of Human Resources, Deputy General Manager-Administrative and Development, and the District's legal counsel, this position manages the Payroll Department & represents the District's interests in all payroll, benefit & pension matters. The Payroll Manager plans, develops, interprets, and implements all activities of the Payroll Department through subordinate staff in a highly demanding and fast-paced environment.

The Position is committed toward continuous improvement in accuracy, efficiency and service levels to ensure readiness for growth and the ability to provide superior service. In addition, this position develops and executes vision for future processes and systems including project plans, monitoring and reporting of process improvement initiatives. Other key areas of responsibility include, but are not limited to, leadership in addressing financial controls with both internal and external stakeholders; being an expert in compliance with federal and California state laws as they impact compensation and tax reporting, Memorandum of Understanding contracts, CalPERS legislative policy and procedures, any other pension legislation.

It also provides development support and implementation of District's policies and procedures; takes ownership of software systems that support payroll processing and reporting; organize, assign, direct, review and evaluate the work of assigned staff, and provides training to all staff and/or identifies training opportunities for the team. The role must stay abreast of the latest developments in compensation and pension law and serves as the subject matter expert on all payroll issues. In partnership with Human Resources, the position also guides management toward resolution of compensation issues to ensure compliance with the law yet address practicality of proposed solutions and is very hands-on with the District's payroll objectives and processing.

Essential Responsibilities

- Oversees the in-house compensation processing associated with a multi-location agency, covering 64 bi-weekly and monthly payroll-reporting periods. The District comprises 800+ employees, 26 bargaining units, 17 unions, 4 pension plans (CalPERS, ATU, IBU & MEBA), has numerous health plans (high deductible plans, self-insured providers, etc.), and two separate timekeeping systems. This position ensures timely payroll processing/reporting and accurate data for use in statutory and regulatory reports. Duties include:
- Manages and leads staff in the effective execution of payroll programs and procedures.



- Oversees maintenance of an accurate, efficient Human Resources Information System (HRIS – Payroll System) in coordination with the Human Resources and Finance Departments. This includes the production of the payroll processing and meets critical deadlines involving employee compensation and related taxes and benefits payments and related reports.
- Ensures compliance with federal and state taxing authority requirements through continuous education of existing and new legislation; enforcing adherence to requirements; advising management on needed actions; analyzing impact on payroll system.
- Interprets, explains and applies a variety of laws and regulations governing payroll administration. This includes researching and interpreting pertinent labor contract and administrative code provisions, annual salary and salary standardization directives, departmental rules and other documents governing employee's pay and benefit rights; provide written and oral explanations to management, union officials and employees.
- Collaborates, consults and advises District Management, supervisors and employees on the interpretation and application of Payroll guidelines/policies, Federal and State regulations and Memorandum of Understanding (MOU) standards and procedures.
- Ensures compliance with federal and state laws related to payroll reporting, bargaining unit contracts, procedure manuals and any related government documents. As such, is responsible for any related reporting, including but not limited to, federal and state (quarterly and annual), tax deposits, involuntary deductions (levies), union benefit trusts, Bureau of Labor Statistics, National Transit Database and CalPERS.
- Communicates organization-wide payroll policies and processes regarding earnings, deductions, timekeeping as well as government compliance reporting. Develops written procedures to document processes & rationale behind decision-making.
- Maintains excellent working relationships with business partners and develops relationships with District stakeholders that inspire confidence and cooperation
- Directs departmental audits to ensure the accuracy of reporting and compliance with District policy and procedure. Provides support to third party auditors and/or external auditors in the performance of their work by answering questions involving District policy and procedures and producing schedules/documentation that will assist the auditors in the timely completion of their work
- Ensures that employees under supervision follow established safe work practices and obey all safety rules
- May represent the District's interests at local meetings, including arbitration hearings
- Performs other duties as assigned
- Regular and reliable attendance and performance required

Required Knowledge, Skills and Abilities

Working knowledge of:

- District policy and Memorandum of Agreements (MOUs)
- Modern management and administrative principles and practices including supervision, strategic planning, goal setting, budgeting, and information technology systems planning and implementation
- Principles and techniques of Payroll Administration
- Federal, State, local laws, deferred compensation plans and collective bargaining units



- Laws, rules and regulations (internal & external) 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

Skill in or Ability to:

- Motivate and develop teams
- Project Management
- Demonstrate effective verbal and written communication skills
- Demonstrate effective problems solving and decision making skills
- Demonstrate exceptional attention to detail and accuracy
- Coaching, conflict resolution, and performance management
- Customer Service
- Develop and maintain effective, productive, cooperative working relationships with employees, supervisory personnel, management, representatives from other agencies, the public and others contacted during the course of work
- Work independently and effectively under pressure to meet deadlines
- Writing business correspondence, reports, policies, and recommendations
- Understand, interpret, and apply complex rules, regulations, and legal provisions governing compensation and benefits
- Maintain control of payroll system; conduct regular system and process audits to ensure data integrity and compliance

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 seven years of in-house payroll processing and reporting requirements for federal, state, and pension/retirement plan authorities in organizations of 700+ employees.
- A minimum three years of recent related supervisory and/or managerial level payroll systems knowledge.
- Experience with public sector payroll accounting, particularly with a transportation background, 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.