



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager II, County Payroll Business Services</b>	<b>#6108</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 9</b>	

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor Degree in Accounting, Business Administration or related field. Experience of an extraordinarily related nature may be substituted for degree requirement.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Minimum of three years' experience as a supervisor/manager in a payroll/business related position. Ability to carry out significant school payroll functions with minimal direction, accurately and within scheduled deadlines. Supervise and train other employees, and communicate effectively. Experience working in a county office of education or school district; or in a public accounting firm with significant experience in payroll, accounting and finance.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise and evaluate staff. Advance skills in software applications related to payroll/accounting systems. Research, analyze and retrieve data to prepare and maintain complex payroll records and reports. Knowledge of applicable laws, codes, regulations, methods and practices related to public school payroll systems, and retirement systems; basic accounting principles as related to payroll processing; customer service skills, and standard office practices. Ability to be flexible based on program and district needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the mechanics of payroll systems and of payroll rules and regulations. Knowledge of retirement systems, tax reporting, county negotiated agreements and 403b/457 tax deferred rules, laws, and regulations. Knowledge of Federal and State laws, California Education Code and other laws and regulations pertaining to school payrolls. Ability to clearly comprehend payroll concepts, operations and problems at both a technical and policy level.

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under the direction of the Division Director of Payroll Services, supervises and performs a variety of complex and difficult payroll duties in the preparation, processing and maintenance of county payroll calculations, retirement, benefits, Affordable Care Act, general principles of accounting and auditing. Technical decisions are made requiring application and interpretation of data, facts, procedures, policy, and law. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Supervises and performs a variety of complex accounting duties in the preparation, processing, and maintenance of payroll, salary, and benefit calculations; analyzes updates and reconciles payroll and benefit data on a monthly basis.
14. Reviews timesheets for days/hours worked, and calculates and records salary adjustments as necessary; examines and verifies payroll, benefit, and position control data for accuracy.
15. Coordinates and assists in the annual open enrollment process including benefits fair.
16. Assists and provides data for county auditors, and local, state, or federal agencies.
17. Assists county office departments and staff in interpreting, and applying payroll and benefit laws, rules, regulations, bargaining unit contracts, policies and procedures; answers inquiries from internal clients, resolves problems and recommends solutions.
18. Supervises, analyzes and monitors the Affordable Care Act reporting for county office.
19. Maintains full knowledge of payroll, CalSTRS and CalPERS, 403b/457 Tax Deferred Plans, State and Federal tax process and provides supervision of those functions.
20. Supervises researches, calculates and prepares payments for various benefit vendors.
21. Supervises and participates in the preparation and maintenance of county payroll and disbursement records, reports and files, and in the processing and issuance of the payroll.
22. Assists in developing written procedures, guidelines, forms and other documents to facilitate payroll.
23. All other duties as assigned

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard environment.

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.