



DIRECTOR OF HUMAN RESOURCES, COMEPNSATION & BENEFITS

Classification: Director IV

Location: District Office

Reports to: Executive Director of Human Resources

FLSA: Exempt

Employee Group: EASA

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Responsible for managing the payroll operations of the District and overseeing financial and human resource applications. As the District HR & Payroll Director, is responsible for processing, supervision, and oversight of payroll operations and payroll accounting functions of the district.

As the manager of payroll and human resource applications, is responsible for facilitating efficient and effective operation of the District's financial and employment systems.

May assist in the development of confidential information that will be used in the negotiation process. May participate in negotiations when payroll related issues are being discussed and considered.

Part II: Supervision and Controls over the Work

Works under the general supervision of the Director of Financial Services. Work is controlled and/or guided by general accounting procedures, state statutes and administrative code, audit findings and recommendations, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s). The Director, Payroll & Fiscal Systems is expected to exercise sound judgment, initiative, and effective decision making in managing and supervising combined operations.

Part III: Major Duties and Responsibilities

1. **Supervision and Management:** Perform the full range of supervisory responsibilities over payroll and fiscal systems staff to include recruitment, screening, interviewing, selection, induction and orientation, training, evaluation, grievance handling and resolution, and, when necessary, addressing misconduct or performance issues. Manages the assigned functions to include establishing goals and objectives, setting expectations and priorities, assigning work, creating quality and internal controls, reviewing and approving work, and periodically assessing the overall effectiveness of the office.
2. **Payroll Administration:** Responsible for the effectiveness of payroll staff in processing all payroll, benefits, leave, and payroll related transactions, maintenance of payroll data in the financial management system, and timeliness and accuracy of payroll processing.



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3. Payroll Accounting: Performs the full range of accounting functions necessary for payroll administration to include:
 - a. Determining and notifying director of account changes that require budget transfers.
 - b. Preparing warrants; making necessary entries and/or adjustments to employee records; prepare required notifications and warrant register for the county treasurer.
 - c. Filing of payroll taxes, quarterly reporting, and meeting all deadlines associated with payroll.
 - d. Reconciling vendor reports and submitting payments to vendors, including medical, vision, and dental.
 - e. Maintaining historical records and files in both electronic, microfiche, and/or paper form.
 - f. Preparing and transmitting reports as needed by payroll, district departments, unions, and other external entities.
 - g. Preparing annual W-2 forms.
4. Fiscal Systems:
 - a. Coordinates the operation, software upgrades, and operational integration of software products including on-line employment application, substitute notification, point of sale, procurement card and fiscal operations system (accounting, payroll, purchasing, budget, benefits and employment).
 - b. Interfaces with users to implement software releases or to •design and develop customized financial and human resource processes and system applications to establish efficient and effective operations. Monitors operations and applications to identify problems and new requirements. Applies project management plans and strategy to manage and implement changes.
 - c. Participates in or chairs a variety of meetings and forums to contribute or solicit technology knowledge and ideas that will enhance District operations and systems and data integration.
 - d. Manages District wide systems and products and provides support for third party products as assigned.
5. Collective Bargaining: May participate in planning and preparing for collective bargaining. As payroll administrator, may participate in discussion of bargaining issues, developing and preparing reports to support bargaining issues concerning pay, benefits, supplemental payments, etc. May participate at the bargaining table when issues are addressed that have or depend on payroll knowledge and operations (e.g., dues withholding, method of supplemental payment, leave administration, benefits processing including such issues as pooling arrangements, TSA administration, retroactive actions, overtime calculations and procedures, etc.

Performs other duties as assigned.



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Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business, accounting, computer science, or related field.
3. Minimum of five (5) years of experience in a combination of payroll operations and systems development and application.
4. Additional education and/or experience may be substituted on a year for year basis.
5. Knowledge of financial data management program software and financial and human resource system applications.
6. Technology and programming skills essential to maintaining District systems.
7. Knowledge of general accounting procedures and relevant federal laws and state statutes.
8. Skill in oral and written communication.
9. Strong analytical and mathematics ability.
10. Ability to establish and maintain effective working relationships with staff and outside agency personnel.

Part V: Desired Qualifications

1. Prior management experience of payroll or accounting functions.
2. Prior experience with technology applications and systems specific to the District.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Required to work with computer terminals for extended periods of time.