



EL CAMINO COLLEGE

PAYROLL MANAGER

Classification: Supervisory Administrator
Salary Range: 30

Retirement Type: PERS*
Board Approval: March 24, 2025

KEY ROLES/RESPONSIBILITIES

Under the supervision of an assigned administrator, plan, administer, and manage all daily operational functions of the District's Payroll department including compliance requirements in accordance with state and federal laws, district policies, and collective bargaining agreements. Provide direct supervision over assigned staff. Regularly evaluate and improve department operations and services; provide oversight, development, and coordination of all payroll processing for the District.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and Division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

SUPERVISION RECEIVED and EXERCISED

- Receive direction from an assigned administrator.
- Train, supervise, motivate, and evaluate the performance of assigned staff. Interview and select employees. Assign duties and evaluate work results. Establish goals, performance objectives, timelines and work priorities. Monitor employee performance on a regular basis and provide coaching for performance improvement or development as needed. Recommend appropriate staffing levels, promotions, transfers, reassignment, termination, and disciplinary actions as needed.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff payroll processing.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

I. LEADERSHIP

1. Manage the planning, organization, implementation, service levels, and evaluation of District payroll activities. Articulate a clear vision for timely and accurate payroll preparation, maintenance, processing, and efficient workflows. Lead and manage change within the Payroll department and across Administrative Services as directed.
2. Provide leadership in evaluating and disseminating pertinent payroll information. Implement new payroll rules/regulations and provide corresponding information on changes from state and federal agencies, auditors, and other regulatory departments.
3. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among Payroll and other departments.
4. Participate actively in the life of the College, including operational processes and initiatives. Serve on College committees, workgroups, task forces, and councils as assigned. Recommend and develop departmental policies and procedures, as needed.
5. Be directly accountable for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for process improvement within payroll and implement actions to strengthen services to employees and students. Promote innovation and participation in issues related to payroll to ensure ongoing sustainability.
6. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.
7. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: *College Level*

1. Provide effective oversight and ongoing guidance over all aspects of the Payroll area, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
2. Monitor operations and improve the delivery of services within the Payroll department. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
3. Develop and implement plans, policies, and procedures to improve District payroll services and operations. Audit payroll information for accuracy, identify discrepancies, make corrections, and resolve problems as necessary. Communicate changes or updates as appropriate in consultation with supervisor.
4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas. Keep supervisor informed.
5. Provide timely operational, technical, and functional information to immediate supervisor and other College administrators, as directed. Interpret and explain payroll-related policies, regulations, and systems including labor agreement impacts. Recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.

6. Ensure that all payroll-related operations, services, and activities demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff.

FUNCTIONAL RESPONSIBILITIES: Job Level

1. Develop and maintain the integrity of payroll processing systems (e.g., accurate and confidential payroll and attendance records, pay calculations, retirement reporting, timesheets, new hire information, and voluntary deductions).
2. Assist payroll staff when workloads are backlogged to ensure payroll deadlines are met.
3. Monitor and adjust employee annual wage statements for overpayments, third-party sick pay, and workers' compensation.
4. Supervise the daily workflow within Payroll and between the various offices that interact with Payroll. Anticipate, prevent, and resolve operational problems and interpersonal conflicts.
5. Design and implement payroll-related forms in accordance with applicable laws or changes to labor agreements, as needed.
6. Prepare periodic reports and schedules. Oversee the reconciliation of various records (e.g., sick leave records, vacation balances, garnishments, etc.) Participate in year-end closing processes and annual audits of payroll records.
7. Maintain current and historical payroll records and leave accrual/balance records. Perform various audits and verification procedures related to District payroll processing.
8. Represent the Payroll department at District meetings, events, and external functions.
9. Receive, investigate, and respond to difficult and sensitive payroll-related issues in a professional manner. Identify and report findings. Take corrective action as necessary in consultation with supervisor.
10. Conduct various payroll-related workshops on such topics as timekeeping and warrant distribution procedures, as needed or upon request.

III. RELATIONSHIPS

1. Assist and clarify for internal and external customers the interpretation and understanding of the District's payroll processes, policies, and practices. Respond to information requests in a timely manner in coordination with other administrators as applicable.
2. Communicate and coordinate with pertinent departments and bargaining units on matters pertaining to employee compensation.
3. Model and instill within the Payroll department a culture of effective process management and proactive collegial consultation to inform decision-making and strengthen operations.
4. Work closely with other departments within Administrative Services and across the College to foster and facilitate positive experiences and interactions with Payroll.
5. Work cooperatively and communicate effectively with supervisor, department staff, College administrators, representatives of state and federal agencies, educational institutions, external organizations, community representatives, and others to coordinate and implement consistent payroll services and provide accurate information upon request.

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6. Attend a variety of meetings related to strategic planning, budgets, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings.
7. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the department, division Area, and the College.
8. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; participate in local, regional, and state activities to promote El Camino College and the community college system; meet with representatives of business, industry, and local government as appropriate.
9. Participate as an active member of the department's management team.

IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge and compliance of legislative changes and collective bargaining agreement revisions pertaining to payroll. Recommend to supervisor procedural updates or changes to ensure timely compliance.
2. Test and implement new payroll technology, resources, and workflows. Strengthen payroll processes and services through user assessments, program review, planning, and resource allocation.
3. Align department priorities and budget needs with the College's comprehensive planning and budgeting guidelines. Implement and maintain an organizational structure that maximizes utilization of resources and talent while ensuring effective and efficient delivery of services.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited institution in accounting, finance, business administration, public administration, or a related field; **and**

Experience: Three (3) years of progressively responsible payroll experience, including two (2) years of in a lead or supervisory role; **or**

Five (5) years of progressively responsible payroll experience, including two (2) years in a lead or supervisory role in lieu of a bachelor's degree.

Knowledge/Areas of Expertise: College Level

- Understanding of higher education principles and practices in community colleges, including California Community College accounting and payroll processing methods, practices, principles, and terminology.
- Community college organization, operations, policies, and objectives, including specific payroll-related policies and procedures of El Camino College or similar environment.
- Specific needs and interests of community college students.
- Effective organizational and management practices pertaining to the analysis and evaluation of operations, policies, procedures, and department performance metrics.
- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.

Knowledge/Areas of Expertise: Job Level

- Extensive knowledge of federal, state, local payroll laws; regulatory codes; ordinances.
- CalPERS and CalSTRS regulations, procedures, and reporting requirements.
- Financial applications software.
- Commonly used word processing and electronic spreadsheet software.
- Compliance requirements authorized under Title 5's Budget and Accounting Manual.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Expertise in conflict resolution and crisis management.
- Experienced in change management principles and practices.
- Knowledge of evaluation and statistical methodology for preparing reports.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Experienced in needs assessment methods and project management practices. Data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Experienced in organizational planning, supervision, training, and analysis techniques. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.

Abilities/Skills College Level

- Ability to represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Ability to relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and

- courtesy.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries. Effectively resolve complex problems.
 - Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
 - Maintain the security of confidential materials.
 - Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
 - Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
 - Administer and control the budget for program area as assigned.
 - Chair and participate in a variety of college committees and work groups as directed.
 - Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
 - Utilize effective planning and organizational skills. Organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet payroll deadlines. Effectively delegate authority and responsibility. Provide guidance and assistance to the functional and operational areas within Payroll.
 - Utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
 - Work effectively within a unionized environment.

Abilities/Skills: Job Level

- Ability to understand and apply complicated instructions, federal and state regulations, and institutional policies and procedures.
- Skilled at exercising sound judgment and initiative.
- Ability to work under the pressure of recurrent deadlines with frequent interruptions. Meet assigned schedules and timelines.
- Constructively supervise the work of others; recommend and implement goals and objectives to continuously improve payroll services and efficiencies.
- Ability to communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Ability to prepare and present effective oral and written reports and promotional materials as required. Prepare and deliver effective presentations as requested.
- Skilled at utilizing effective oral and written communication, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Ability to establish and maintain cooperative and effective working relationships with Payroll staff and others. Listen effectively. Communicate respectfully with people of

diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion to achieve common goals.

- Ability to establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Maintain an understanding of current ideas, trends, rules, and regulations pertaining to payroll and retirement requirements.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*