



El Camino College

Payroll Manager



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.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

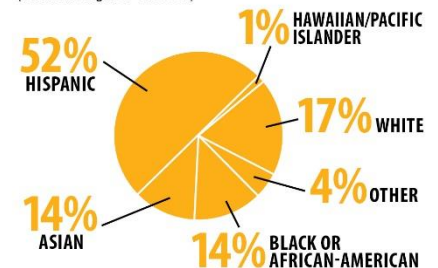
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. substantial transformation campus-wide.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



PAYROLL MANAGER

Division: Fiscal Services

Posting Closing Date: 04/24/25

Req: C2425-019

Position Type: Supervisory Administrator

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

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.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

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.

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:

- 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:

- 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.

CLOSING DATE: THURSDAY, APRIL 24, 2025 at 3:00 P.M.

SALARY: Starting salary is \$9,093 per month.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$11,807 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time, twelve-month management position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: [Employment Opportunities | El Camino College | Torrance, CA](#)
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. **You may check the status of your application online.**

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Mark Rogers

310-660-3593, Ext. 3479

mrogers@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.