



## PAYROLL COORDINATOR

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing payroll, leave administration duties, and related reporting; ensures all employees are paid in an accurate and timely manner; performs technical accounting work to ensure regulatory compliance with applicable laws, rules, regulations, and standards; prepares a variety of reports and correspondence in assigned areas of responsibility and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general direction from assigned supervisory management personnel. May exercise direct supervision over technical staff.

### **CLASS CHARACTERISTICS**

This professional and first level supervisory classification exercises independent judgment on diverse and specialized payroll and leaves activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Oversees reporting of payroll, taxes, leaves, worker's compensation, and benefits data; ensures accuracy and compliance with applicable federal, state, and county agencies; the District's Payroll Annual Roll; review quarterly reports, annual reports, W-2's, tax restatements, and re-filings.
- Coordinates, plans, manages, and performs complex and technical analytical functions within the District's Payroll Services.
- Oversees, reviews, analyzes, checks, and various monthly, quarterly, and annual payroll reports; communicates necessary general ledger adjustments or corrections to Finance staff.
- Provides support to Payroll Specialist during the District's Payroll Annual Roll, reviewing and reconciling health, welfare and voluntary benefits data, employee pay rates/steps, and annual leaves from one fiscal year to the next; enters and ensures accuracy of data in multiple systems; and coordinates with human resources, fiscal, and budget staff to ensure accuracy of information.
- Researches, analyzes, and resolves technical and/or payroll related problems or questions; provides payroll information, explains procedures, and answers questions pertaining to payroll laws, rules, and regulations.
- Serves as the subject matter expert for the leave program. Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices.
- Acts as a liaison between employer, employee, and payroll departments for the purposes of

determining leave eligibility under state and federal laws and following organizational policies; obtaining medical certification and following state and federal requirements for documentations and leave tracking.

- Handles the FMLA leave administration process from the employees' initial notice of the need for leave to the return to work including gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use, and the return-to-work process for employees returning from extended FMLA, workers compensation, or other leave(s).
- Educate employees on leave processes and procedures; ensure compliance with all State and Federal laws as it relates to FMLA, and other leave of absence issues.
- Coordinates workers compensation transactions/claims with the third-party administrator (TPA) and internal staff; reports claims; processes and communicates work status with employee and supervisor; provides forms and maintains all files and records.
- Conducts or participates in special projects for assigned department; participates in task forces and committees; gathers and analyzes employment related data; conducts research into operational problems; evaluates personnel policies and procedures; prepares reports and analyses and makes recommendations.
- Remains current on related laws, regulations, and practices affecting all aspects of the job.
- Maintains confidentiality of information obtained in the course of duties.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, practices, policies, procedures, terminology, and procedures used in a comprehensive payroll, benefits, and retirement services including, but not limited to workers compensation, leave management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility including the State Education Code.
- Methods and techniques of conducting research.
- Principles and practices of technical and business correspondence and report development.
- Mathematical concepts.
- Reporting and compliance requirements for assigned program areas.
- Record-keeping principles and practices.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform professional duties in support of assigned payroll program areas.
- Work collaboratively with management, supervisors, and employees in meeting their payroll needs.
- Interpret, apply, and explain rules, regulations, policies and procedures.

- Perform complex duties reviewing, analyzing, preparing, and processing a variety of departmental reports and documents.
- Research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
- Ensure compliance with a variety of regulations.
- Develop and maintain confidential records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field.

Experience:

- Four (4) years of increasingly responsible experience performing payroll processes and leave administration.

**Licenses and Certifications:**

- None

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.