Position Number: CLA16-184

“BIG PICTURE” RESPONSIBILITY

Under the direction of the Vice President, Business Services, the Director, Payroll Services is responsible for various and complex functions of the Payroll Services Office, including planning, organizing and directing the operation and activities of District payroll, while assuring compliance with applicable legal requirements, as well as Federal, State, County and District policies.

ESSENTIAL DUTIES

1. Plan, organize and direct the activities and operations related to District payroll functions while assuring strict time lines are met. Maintain payroll controls and assure compliance with Federal, State, County and District laws, rules, and regulations.

2. Provide leadership to the Payroll Services team. Train, supervise and evaluate the performance of assigned staff. Develop and prepare work schedules, coordinate duties and assignments to ensure effective operations. Participate in the selection of new personnel. Review and assist in the completion of various employee payrolls.

3. Ensure compliance with IRS, State, Social Security, PERS and STRS rules and regulations, as well as collective bargaining agreements. Coordinate the timely preparation and reconciliation of employee payroll tax deposits and quarterly reports for Federal, State, and Unemployment Insurance taxes. Oversee year end payroll operations, including the reconciliation of W-2’s according to applicable laws and regulations. Audit year end records for accuracy and make corrections and adjustments as necessary.

4. Act as District HRS Coordinator with Los Angeles County Office of Education (LACOE), oversee the maintenance and operation of the LA County HRS computerized payroll system and serve as liaison with LA County Office of Education Payroll and Retirement Sections. Create and maintain salary schedule, benefit, work calendar, job classification, work location and related tables in the HRS system.

5. Coordinate payroll functions and operations with District departments and personnel, other educational institutions and governmental and private agencies as necessary. Direct the compilation of information and data to create various financial and statistical reports and statements. Oversee and maintain the Payroll Department’s budget.

6. Cooperate with the District’s Third Party Administrator in processing the tax sheltered annuity (403b) plan. Administer the CalPERS deferred compensation program, and oversee the compliance of the STRS Cash Balance program, including reporting and submittal of funds. Provide technical support and information to management and administrators regarding employee payroll and collective bargaining items. Provide analysis and recommendations regarding negotiated contracts.

7. Oversee and direct the maintenance of departmental record files while maintaining the confidentiality of employee records. Ensure that district payroll records are archived according to approved procedures.

8. Serve as liaison between Payroll Services and Human Resources to ensure compatibility with the related departmental functions, including leave calendars, health & welfare benefits, and employee data. Ensure employee withholdings, voluntary and statutory, are remitted accurately and on time.

This position is a high priority for our district for the 2016-17 year, and is contingent upon continued available district and state funding.
9. Confer with MIS and computer technical staff to coordinate efforts and enhance the College’s ERP automated systems and reporting capabilities, including the maintenance of employee leave balances, through the Online Leave System and manual processes.

10. Comply with external requirements and actions affecting payroll such as wage garnishments and STRS / PERS regulations and adjustments. Advise appropriate staff regarding the necessary procedures. Prepare responses to court or arbitration orders for payroll data. Compile data required for Public Records Act requests.

11. Participate in organizing, streamlining, recommending and establishing appropriate procedures and controls for the efficient operation and security of the Payroll Office. Ensure compliance with collective bargaining contracts for payroll requirements. Oversee and coordinate the remittance of employee voluntary deductions and the establishment of automatic payroll deposits.

12. Maintain knowledge of Federal, State, PERS and STRS regulations pertaining to payroll. Participate in workshops, seminars and training to remain current on applicable laws and procedures. Provide updates and recommendations for changes in policy and/or procedure as needed to reflect current laws and practices. Establish desk procedures to document best practices.

13. Participate in new employee orientation regarding payroll information. Answer questions and provide information to employees, other colleges and organizations regarding Payroll services.


15. Serve as a member of the Business Services and college administrative teams. Attend various meetings as required or requested. Participate on District committees, as assigned. Participate in Professional Development opportunities such as the Leadership Education in Action Program (LEAP).

16. Provide staff assistance to independent auditors during Interim and Annual District audits. Provide documentation, information and other backup materials for audits by other regulatory agencies, e.g. IRS, STRS, etc.

17. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

**Education:** Equivalent to a Bachelor’s degree (120 units) or higher from an accredited college or university with emphasis in business administration, accounting or related field. Two additional years of related experience may be considered in lieu of one year (30 units) of college coursework for a maximum substitution of four additional years of experience for two years (60 units) of college.

**Experience:** Three (3) years full-time equivalent progressively responsible payroll and benefits experience is required.

DESIRABLE QUALIFICATIONS

- At least three (3) years of supervisory/management experience.
- Previous experience working in an educational institution, preferably a community college setting.
- Knowledge of a computerized payroll system.
- Knowledge of an administrative computer information management system (preferably Datatel).

**KNOWLEDGE OF:**

- Applicable laws, rulings, procedures, policies, educational codes and FLSA regulations regarding payroll and retirement procedures and reporting.
- General accounting financial controls and principles.
- District management and bargaining unit contracts.
- Computer applications used in payroll processing.
- Spreadsheet, database and word processing software.
- Supervisory techniques and practices.

**ABILITY TO:**

- Work independently with little direction while meeting strict payroll schedules and timelines.
- Capitalize on opportunities to innovate.
- Effectively lead and supervise Payroll staff and temporary workers. Establish and maintain cooperative working relationships. Work as part of the Business Services and larger college administrative team.
- Demonstrate clear evidence of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.
- Work effectively and demonstrate knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Organize and function efficiently in a setting with multiple priorities and tight deadlines.
- Communicate effectively both orally and in writing.
- Read, analyze, interpret, apply and explain contracts, laws, rules, regulations, policies and technical procedures.
- Prepare complex technical reports, business correspondence, and procedure manuals related to payroll and benefits. Effectively navigate complex processes, streamlining when necessary.
- Effectively present information and respond to questions from groups of administrators and other employees, students, and the general public.
- Calculate and reconcile payroll and benefit amounts and deductions.
- Perform mathematical calculations quickly and accurately.

**SALARY PLACEMENT**

This Classified administrator position will be on an individual contract and exempt from overtime and compensatory time accumulation. The salary range for this position is $110,000 - $120,000 annually. Salary placement will be commensurate with qualifications and experience.

**PHYSICAL CHARACTERISTICS**

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, stooping, kneeling and crawling; handling and working with various materials and objects; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor. Incumbents may be exposed to occasional contact with dissatisfied or abusive individuals; and travel from site-to-site.
DISTRICT CLASSIFIED ADMINISTRATIVE EMPLOYEE BENEFITS

Full-time employees are provided with a diversified employee benefits program that includes sick time, vacation time, discretionary time, medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development and educational incentive opportunities are provided to all classified administrative employees. Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California.

CONDITIONS OF EMPLOYMENT

Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

OTHER POSITION SPECIFIC CONDITIONS

Due to the nature of the workload cycle in the department, use of vacation and discretionary days will be limited each year from July 1 through August 31 due to fiscal year end close activities. Use of vacation and discretionary days will also be limited during fiscal audit periods. Prior approval of vacation and discretionary days is required. The normal hours of work for this 12 month Classified Management position will be 8:00am to 5:00pm, Monday through Friday. However, some flexibility such as evenings and weekends will be required to meet the needs of the department.

EQUAL EMPLOYMENT OPPORTUNITY

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT

Innovative. Collaborative. Entrepreneurial. These characteristics define not only College of the Canyons, but the faculty, staff, and administrators who make this college one of the most unique among California's 113 community colleges.

College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access,
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at: http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete:

- District CLASSIFIED Application form.
- Current resume.
- Letter of interest (cover letter) which clearly identifies:
  a) How you meet the minimum qualifications for this position.
  b) How your previous experience relates to this position.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Copies of diplomas are not acceptable in lieu of college transcripts. You can submit unofficial copies of transcripts for application purposes. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Supplemental Questionnaire. Please answer the following questions as part of your application packet.
  a) Do you possess a Bachelor’s degree or higher with an emphasis in business administration, accounting, or a related field? (yes/no) If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  b) Describe your work experience in payroll and benefits, including your roles and progression of responsibilities. Include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week). Please provide your total years of full-time equivalent experience in this field.
  c) Please describe any experience you may have working in an educational institution, especially a community college setting.
  d) Please describe your supervisory/management experience, including your experience in training and evaluating the performance of your staff.
  e) Please describe your experience working with an administrative computer information management system (such as Datatel, Banner, or PeopleSoft) or a proprietary system.
  f) Why do you want to work as the “Director, Payroll Services” at College of the Canyons?
- Letters of Reference are optional.

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact: Human Resources Office (661) 362-3427 TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of October 10, 2016 and October 17, 2016 and conduct final interviews between the weeks of October 17, 2016 and October 24, 2016. This is an estimated timeline, and is subject to change.

Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled. This recruitment may be used for future vacancies.

(Continued, next column)