

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 2022
SCHEDULE: #85 – 18.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1,2,6,8**

DISTRICT PAYROLL AND RETIREMENT COMPLIANCE MANAGER

DEFINITION

Under general direction, perform a variety of complex technical and analytical payroll and retirement compliance functions and activities in the monitoring of district payrolls and retirement to assure compliance with State and Federal requirements;

oversee the processing of payroll and retirement and other State and Federal reporting to assure certificated and classified salary payments are being calculated and reported correctly;

train and evaluate the performance of assigned personnel; maintain confidentiality of privileged and sensitive information.

EXAMPLE OF DUTIES

Perform a variety of complex technical duties in the monitoring of County Office and districts' certificated and classified payroll to assure compliance with the State Retirement Systems;

assure payroll activities comply with established State and Federal guidelines, policies, regulations and procedures;

organize work assignments and determine priorities to assure timely and accurate performance of assigned activities;

oversee and participate in the processing of retirement reporting and other documents to assure district employees retirement reporting is accurate;

oversee and participate in the processing of State and Federal tax forms and other documents to assure the accurate reporting to State and Federal tax revenue departments;

train and provide work direction and guidance to assigned personnel;

supervise and evaluate the performance of assigned personnel;

provide technical assistance to payroll and human resources staff for all Districts concerning payroll and retirement procedures and requirements;

develop and update payroll and retirement guidelines for district access and compliance review;

correspond with the district personnel and resolve payroll and retirement reporting issues as needed;

conduct on-site visits to review certificated and classified payroll and retirement concerns and recommend corrective action for compliance or other legal options;

maintain contact with school districts to assure payroll and retirement rules are current, and retirement regulations are being followed;

coordinate and assist districts with external auditors during the annual audit and CalSTRS and CalPERS compliance audits;

assist districts with corrective payroll processes to assure district employees are paid the correct amount when necessary via the B-warrant process, while keeping payroll records accurate within the payroll system.

attend CalSTRS and CalPERS symposiums and other workshops, conferences and meetings, and review legislation and other publications to remain current regarding new laws, rules and regulations governing payroll and retirement.

develop and implement policies and procedures to assure compliance with established laws, rules and regulations;

conduct trainings related to new legislation or changes in legislation as appropriate;

compile information and prepare and maintain a variety of records and reports related to payroll and retirement information, compliance issues and assigned activities;

maintain retirement records and appropriate documentation within the payroll and retirement systems;

submit monthly, quarterly and annual State and Federal mandated reports to appropriate agency according to established time lines;

compose related correspondence, letters, memos, forms and other documents as needed;

serve as a subject matter expert to County Office personnel, school site staff and various outside agencies concerning payroll and retirement, requirements, and procedures;

conduct on-site trainings for district and charter personnel, community college staff and others as needed;

operate a variety of office equipment, including a computer and assigned software and other standard office equipment, and drive a vehicle to various sites to conduct work;

analyze and test new software releases to verify the release will meet the needs of the business and payroll operations without causing unintended consequences due to the changes in the software;

communicate with County Office personnel, school districts, community colleges, governmental agencies and various outside organizations to exchange information, coordinate activities, resolve issues or concerns and streamline process for payroll and retirement;

primary contact for the KCSOS, Kern county School Districts, and Charters for all questions related to payroll and retirement;

assist KCSOS, District, and Charter School Administrators in the understanding of policies and procedures for the purpose of ensuring compliance with payroll and retirement and State and Federal requirements;

attend workshops and review legislation and other publications to remain current regarding new laws, rules and regulations governing payroll and retirement;

develop and implement policies and procedures to ensure compliance with established CalPERS and CalSTRS laws, rules and regulations;

serve as the liaison with KCSOS, School Districts, and Charter Schools Human Resources and Payroll systems for the purpose of preserving permanent records and utilizing QSS credential dates determining when payroll warrants are to be held and making recommendation on how to pay certificated staff with no credential;

request data, reports, Board Agendas and Minutes related to processing district payrolls to ensure compliance with district board policies and AB 1200 oversight;

oversee and participate in providing direct payroll services to three offline districts and community college;

control and maintain W-2 options for W-2 processing, voluntary deductions, statutory deduction profiles for all districts assuring state and federal salaries and deductions are correctly recorded in the payroll system for reporting;

work in collaboration with county office, school district, charter and private school payroll personnel, payroll specialists, CalSTRS, CalPERS, outside agencies, Community College districts, to exchange information, coordinate activities and resolve issues;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current laws, codes, regulations and rules related to payroll and retirement;

State of California payroll and retirement requirements and procedures;

practices and procedures related to classified and certificated personnel;

principles and practices of supervision and training;

operations, policies and objectives relating to payroll and retirement activities;

applicable sections of State Education Code and other applicable laws;

County Office organization, operations, policies and objectives;

oral and written communications skills;

technical aspects of field of specialty;

interpersonal skills using tact, patience and courtesy;

record-keeping and report preparation techniques;

public speaking techniques.

Ability to:

Perform a variety of complex technical duties in the monitoring of payroll and retirement to assure compliance with State and Federal requirements;

interpret, apply, explain and assure compliance with rules, regulations, policies and procedures;

maintain current knowledge of laws, rules and regulations governing payroll and retirement;

develop and implement procedures to assure compliance with established laws, rules and regulations;

compile and verify data and prepare reports;

prepare and maintain various records and reports related to assigned activities;

prepare and conduct effective oral presentations;

communicate effectively, both orally and in writing;

establish and maintain cooperative and effective working relationships with others;

analyze situations accurately and adopt an effective course of action;

operate a variety of office equipment, including a computer and assigned software;

meet schedules and time lines;

plan and organize work;

work independently with minimal oversight.

Education and Experience:

Bachelor's degree, or any combination of education and relevant experience totaling five years, including two years' experience processing retirement.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice as a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: nl

12/6/2022

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