



## Job Description

### Equal Employment Opportunity

#### **SUPERVISOR, PAYROLL & BENEFITS**

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| <b>DEPARTMENT/PROGRAM:</b> Human Resources          | <b>CLASSIFICATION:</b> Classified Management |
| <b>DIVISION:</b> Human Resources & Payroll Services | <b>SALARY SCHEDULE:</b> Management           |
| <b>REPORTS TO:</b> Assistant Superintendent, HR     | <b>SALARY RANGE:</b> 110                     |
| <b>APPROVAL DATE:</b> 8/26/2025                     | <b>WORK YEAR:</b> 220                        |
| <b>REVISION DATE:</b>                               | <b>FLSA:</b> Exempt                          |

#### **PURPOSE STATEMENT:**

Under the direction of the Assistant Superintendent, the Supervisor - Payroll & Benefits is responsible for performing and supervising payroll and benefits functions; provides leadership and guidance by training; maintains a high level of customer service for the department; oversees the preparation of complex financial and statistical records and reports related to payroll, retirement and benefit functions and assures the timeliness and accuracy of payroll production and benefit transactions.

The incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Manage the day-to-day functions of the payroll & benefits office with a focus on providing the highest standards of customer service to internal and external clients
- Lead complex payroll and benefits operations by evaluating current end-to-end payroll processes and identifying opportunities for optimization and improvement
- Oversee all payroll processing, including communicating with new hires and departing employees about compensation, health, and welfare benefits, as applicable
- Supervise and evaluate assigned staff, establish and communicate clear goals and expectations aligned to county priorities, support staff in building their skills and capacity, and hold staff accountable for meeting short and long-term goals

- Ensure the timely and accurate reporting of certificated and classified employees' retirement contributions to CALSTRS and CALPERS, all post-pay deductions and withholdings, garnishments, Tax Sheltered Annuities (TSA), general deductions, and retirement deductions.
- Ensure timely completion of all payroll tax reporting requirements for federal and local taxes
- Work collaboratively with Human Resources to ensure accuracy of employee compensation and benefits data and the timely set up of new employee information in the payroll system
- Respond timely to audit items and public record requests
- Monitor compliance with all applicable laws, ordinances and regulations, including California Labor Code, Superintendent and Board of Education policies; oversee the preparation and submission of State and Federal mandated reports
- Assist and prepare workshops and manuals relevant to payroll processes and present at workshops when assigned
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the county and division
- Oversee and coordinate COBRA, retirement, voluntary deductions, deferred compensation and other benefits; coordinate and maintain all benefit program components including enrollment, orientation, open enrollment schedules and materials and benefit summaries
- Provide consultation and technical expertise to personnel concerning payroll and benefit processing
- Responds to inquiries and resolves issues, errors and/or discrepancies in a timely manner
- Conduct internal audit and reviews to ensure the accuracy of payroll and benefits administration; develop strategies to resolve complex payroll and retirement reporting issues
- Oversee and coordinate with third party administration to ensure accurate and timely enrollment and processing of payroll deductions
- Ensure health and welfare deductions, invoices and payments are processed accurately and paid timely
- Act as a representative for the county in legal proceedings and/or unemployment hearings

#### **OTHER DUTIES:**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Adhere to county policies, processes and procedures
- Public agency payroll and benefit administration
- Practices and procedures for the California State Teachers' Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS)
- Data collection, and financial and statistical recordkeeping techniques
- Preparation, maintenance, verification and processing of payroll records; payroll policies and procedures
- Applicable sections of Education Code and other applicable laws related to payroll and benefits processing and reporting
- Principles and practices of administration, supervision and training
- Modern office, practices, procedures, and equipment including computers and related software

##### **Skills and Abilities to:**

- Supervise and evaluate the performance of assigned personnel; evaluation approaches,

strategies, and techniques

- Learn, interpret, apply and explain rules, laws, codes, regulations; communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Ability to work effectively in difficult situations that involve confidential and sensitive matters
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Direct and participate in the preparation and maintenance of various financial and statistical systems, records and comprehensive accounting reports
- Understand and carry out directions in an independent and problem-solving manner
- Work accurately under pressure
- Effectively use word processing, electronic spreadsheet, and graphics software
- Enter and retrieve financial data from a computer system; detect deviations from established procedures and requirements
- Operate computer and related software programs efficiently
- Maintain complex records, analyze data and prepare accurate reports
- Gather, compile, compute and summarize information for a variety of reports
- Write clear and concise memos and other correspondence

### **JOB QUALIFICATIONS / REQUIREMENTS:**

#### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent. Associate's degree in job-related area. Job related experience within a specialized field, including experience in a supervisory position is required.

#### **EQUIVALENCY:**

Vocational school certification or additional qualifying experience can be substituted for the educational requirement on the basis of two years of closely related experience for one year of education requirement.

#### **LICENSE/CERTIFICATIONS:**

- Valid, current California Driver's License
- Evidence of Insurability

#### **OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint/Background check
- Tuberculosis negative test result and subsequent renewals

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed in an indoor office generally clean and hazard free
- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- See to read and perform primary functions of classification and view computer screens
- Some lifting, carrying, pushing, and/or pulling, stooping, kneeling, crouching, and/or crawling
- Frequent sitting, walking, and standing.