



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PAYROLL SUPERVISOR**

### DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize, control and direct the payroll and benefits functions of TCDE; assure compliance with laws, codes, regulations and standards related to payroll and benefit processing; train and supervise the performance of assigned personnel.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Plan, organize, control and direct the payroll and benefits functions of TCDE; ensure timely preparation, processing, and approval of payroll and benefits functions; assure confidential, quality customer service is provided by staff assisting employees with payroll and benefit matters and supporting department personnel.
- Assure compliance with laws, codes, regulations and standards related to payroll and benefit processing; interpret and develop new procedures as needed to comply with the California Education Code, multiple bargaining unit agreements, TCDE policies, California Public Employees Retirement System (CalPERS), California State Teachers Retirement System (CalSTRS), and federal and State payroll regulations.
- Direct the efficient use of departmental resources, monitoring staffing; evaluate processes and conduct on-going needs assessments; develop and implement new procedures, best practices, automation, computer software programs and other improvements to enhance the efficiencies and capabilities of the department.
- Supervise, train, and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or facilitate professional growth opportunities.
- Serve as liaison between employees, retirement systems, and County, State and District offices to resolve or communicate complex payroll and benefit issues.
- Develop and conduct effective in-service workshops and other communication strategies related to payroll and benefit matters for new and existing employees; communicate and collaborate with administrators, personnel, districts and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Coordinate with insurance company representatives and insurance brokers to resolve benefit issues. Provide technical expertise, information and assistance to the Assistant Superintendent of Business regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.
- Perform and report on special research studies and analyses related to payroll and benefits; prepare and maintain a variety of reports, records and files related to assigned activities and personnel; collect, analyze and interpret financial data.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned. Participate in salary surveys as requested.
- Perform related duties as assigned.



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Effective: 07/01/2026

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- Bachelor's degree in accounting, finance, statistics or related field and/or
- Five (5) years increasingly responsible experience in payroll, benefits, budget and/or accounting administration.
- Additional responsible experience in a school district payroll and benefits department may be substituted for the educational requirement.

KNOWLEDGE OF:

- Planning, organization and direction of the payroll and benefits function of TCDE.
- Principles and techniques involved in payroll preparation, monitoring and control.
- Payroll filing, record-keeping and report preparation techniques.
- County and District payroll policies and procedures.
- Generally Accepted Accounting Principles.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.

ABILITY TO:

- Plan, organize and direct the payroll and benefits functions of TCDE.
- Assure compliance with laws, codes, regulations and standards related to payroll and benefit processing.
- Train and supervise the performance of assigned personnel.
- Perform mathematical calculations quickly and accurately.
- Research, compile, analyze, interpret and prepare a variety of payroll-related reports.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Maintain confidentiality of sensitive and privileged information.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of reports and files.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- Move hands and fingers to operate a computer keyboard.
- See to read a variety of materials.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.





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PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

*Physical Requirements:*

- Operate standard office equipment such as computers, printers, calculators, telephones, and copy machines for extended periods.
- Remain in a stationary position for long periods while working at a computer, reviewing documents, or participating in meetings.
- Move about the office to access files, attend meetings, and interact with staff and visitors.
- Lift, carry, push, or pull materials and equipment typically weighing up to 20 pounds (e.g., binder, reports, office supplies).
- Reach, bend, stoop, and kneel occasionally in the course of performing routine office tasks.
- Communicate effectively to exchange information in person, virtually, and by telephone; must be able to understand and produce clear and written communication.
- Visual acuity sufficient to read printed materials, financial documents, spreadsheets, and computer screens for extended periods.
- Drive occasionally to conduct department business, attend meetings, or visit school sites.

*Work Environment:*

- Work is performed primarily in an indoor office environment with moderate noise levels.
- Occasional travel to school sites, meetings, and trainings within the county.
- Work may involve deadlines, interruptions, and the need to manage multiple priorities.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: \_\_\_\_\_ July 1, 2026 \_\_\_\_\_

Revised: \_\_\_\_\_

**APPROVED**

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: 