MEMORANDUM
HUMAN RESOURCES

TO: Board of Supervisors DATE: August 9, 2016

FROM: Lori Walsh, Human Resources Director

SUBJECT: Creation of the Payroll Manager Classification

ACTION REQUESTED

Adopt an ordinance, introduced July 26, 2016, amending the un-codified Schedule of Classifications and Compensation Ordinance and the un-codified Allocation of Positions to Departments Ordinance related to the creation of the Payroll Manager classification.

Background

The County's payroll management function is separated from the Human Resources Department and resides in the Auditor-Controller's Office which allows for a separation of duties. The objective of the Auditor-Controller's role in the payroll process is to process payroll in a timely and accurate manner and to maintain accurate records of all transactions relating to the payroll process, as well as providing reports and payments to Federal, State and local taxing authorities, benefits vendors and retirement plans. The incumbent Managing Accountant-Auditor with responsibility for oversight of the payroll function in the Auditor- Controller's Office will retire this fall. In anticipation of her retirement, the Auditor-Controller is requesting to create a new classification of Payroll Manager to more accurately depict the various duties and responsibilities requisite for oversight of the payroll function.

Basis for Recommendation:

The Auditor-Controller is the chief accounting officer of the County responsible for budget control, disbursements and receipts, and financial reporting. In addition, this office is responsible for audits of certain agencies within the County. The accounting/auditing authority and responsibilities of the Auditor-Controller are generally defined in the California Government Code. Specifically, this position is responsible for budget control, issuing warrants (checks) for payments, recording receipts of revenues, payroll, accounting for assets and liabilities such as fixed assets, accounts receivable/payable, long-term debt, and preparation of the county's financial statements.

In the Payroll Division, responsibilities include timely and accurate preparation, distribution and reporting of bi-weekly payroll to County departments and Special Districts and to ensure compliance with external reporting requirements. In FY 15/16, the Auditor-Controller's Office processed payroll for the County and 14 Special Districts including the issuance of - approximately 73,000 pay checks grossing over $200 million annually.

The proposed Payroll Manager classification will be responsible for managing the operation of the County's centralized payroll system, designing and implementing payroll procedures, working with staff on implementation of compensation changes, system updates and modifications, and monitoring for accuracy and compliance with Federal and State laws and memorandums of understanding.

Specific duties and responsibilities are outlined in the attached classification specification which is proposed to be designated as unclassified and compensated at the same level as the unclassified position of Managing Accountant-Auditor.

FISCAL IMPACT

There is no fiscal impact to the Auditor Controller's Office inasmuch as the salary for the newly created position is equivalent to the salary for the position currently responsible for oversight of the payroll function.

Attachment 1 – Job Specification
Attachment 2 – Ordinance

Attachment 1

PAYROLL MANAGER

Unclassified

DEFINITION

Manages the operation of the County's centralized payroll system and coordinates the work of the payroll section of the Auditor Controller's Office; designs and implements payroll procedures; works with Information Technology staff on implementation of compensation changes, updates and modifications; analyzes output for accuracy and compliance with federal and state laws and memorandums of understanding; participates in labor negotiations to the extent necessary to assure salary and benefit implementation in the payroll system; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class reports to the Assistant Auditor-Controller and is distinguished by its responsibility for managing activities and staff in all phases of the County payroll function in an accurate, timely, cost effective manner as well as the maintenance of County-wide payroll records.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Auditor-Controller and/or the Assistant Auditor-Controller. Exercises direct supervision over supervisory, professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, direct and manage the work of the Auditor Controller's payroll division to meet deadlines and produce accurate payroll;

Develop or redesign payroll processes and procedures in compliance with federal and state laws and memorandums of understanding;

Collaborate with Human Resources and Information Technology and serve as the departmental subject matter expert regarding end-user requirements of the automated payroll system, conduct acceptance testing for payroll system upgrades, modifications, and troubleshooting, work with others to develop and implement system changes and improve payroll functions and maintain and update system reference tables and rules as needed;

Create payroll system queries and reports;

Directly supervise and train payroll office staff, and coordinate payroll activities with County departments and external agencies;

Review new Memorandums of Understanding and Board of Supervisors' approved revisions to the staffing or salary ordinances and implements necessary procedures;

Supervise and ensure the accurate processing and data input of payroll information; perform periodic earnings, time reporting, and deductions audits;

Participate in the development and implementation of division goals, objectives and priorities and communicate to staff;

Manage and participate in the analysis of payroll records and compilation of data for use by the County Executive Office, Human Resources Department and other County departments;

Perform a variety of management and administrative tasks including assistance in budget preparation; participation in the selection, evaluation and training of employees and development of work schedules and programs designed to meet goals and objectives;

Resolve the most complex, difficult problems, and discrepancies, and handle non-routine inquiries related to payroll documents and records;

Interpret and explain operating procedures, rules and regulations relating to payroll processing;

May participate in labor negotiations and/or provide analysis of the feasibility and technical implications of labor agreement changes and makes recommendations;

Build and maintain positive working relationships with co-workers, other County employees and managers, outside agencies, and the community utilizing accepted principles of effective customer service;

Represent the County of Placer and the assigned agency or department to the public and to other agencies in a positive and productive manner;

Serve as a positive and motivational team leader as well as a positive and effective member of committees and other collaborative efforts;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices related to the processing of payroll information and maintenance of payroll records.
- Pertinent local, state and federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research, analysis and management.

- Current and pending tax and benefit legislation as applied to payroll.
- Principles of supervision, training and performance evaluations.

Ability to:

- Organize, implement and direct assigned program operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift light weight.
- Interpret and explain pertinent payroll rules, regulations and practices.
- Investigate difficult and complex payroll problems and document procedures.
- Assist in the development and monitoring of an assigned budget.
- Develop and recommend policies and procedures related to assigned operations.
- Understand information technology as it relates to payroll and benefit processing.
- Plan, organize and research statistical work relating to various aspects of payroll management.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Experience and Training

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

  Experience:

  Five years of increasingly responsible professional level experience in payroll processing with at least one year at a supervisory level,

  or

  Possession of a Certified Payroll Professional certification and four years of increasingly responsible professional level experience in governmental accounting with at least one year at a supervisory level.

Training:

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

License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Attachment 2

Before the Board of Supervisors
County of Placer, State of California

In the matter of: An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance and the un-codified Allocation of Positions to Departments Ordinance related to the Auditor-Controller Department.

Ordinance No.: _____

Introduced: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held_____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

_____
Chair, Board of Supervisors

Attest:

_____
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

The un-codified Schedule of Classifications and Compensation Ordinance and the un-codified Allocation of Positions to Departments Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
11766	**Payroll Manager**	MNGT	452

Section 2. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

AUDITOR			
	Auditor	~~Managing Accountant – Auditor~~	~~4~~ **3**
		Payroll Manager	**1**

Section 3. That this ordinance shall be effective the first day of the pay period following adoption.

Section 4. That this ordinance amendment is adopted as an un-codified ordinance.