NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: March 21, 2012

Re: Notice of Proposed Classification Actions –Final Notice No. 39 FY 2011/2012 (copy attached)

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective March 21, 2012.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Employee Relations Unit
    DHR – Class and Comp Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Micki Callahan, DHR
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 39
Fiscal Year: 2011/2012
Posted Date: 3/13/2012
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>1219</td>
<td>Payroll Manager</td>
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</table>

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


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INTRODUCTION

Under general direction, is responsible for: managing and directing computerized payroll production for Community College District; developing, implementing, maintaining and evaluating procedures and guidelines; directing and advising staff on payroll related guidelines and procedures; coordinating and monitoring compliance of payroll activities with provisions of federal, state and local laws and guidelines.

DISTINGUISHING FEATURES

The Payroll Manager is distinguished from the Associate Dean, Payroll in that the latter manages the analytical and systems related activities required to support District payroll operations and the former manages the payroll functions of the District.

SUPERVISION EXERCISED:

The Payroll Manager supervises professional, technical and clerical payroll and accounting personnel.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Manages and directs payroll functions of the Community College District.
2. Implements and monitors procedures to ensure integrity of the payroll system.
3. Ensures Community College District payroll procedures comply with applicable federal, state and local laws and guidelines.
4. Provides training in methods, procedures and utilization of payroll software to payroll personnel.
5. Plans, assigns and reviews the duties of professional and technical staff engaged in payroll functions; provides guidance in the preparation, review and maintenance of a variety of complex payroll records and reports.
6. Analyzes workflow and procedures to determine most efficient methods of performing payroll functions.
7. Resolves problems related to calculations, processing, accuracy of employees payroll checks and distribution in coordination with the Community College District's Human Resources Department.
Title: Payroll Manager  
Job Code: 1219

8. Confers with departmental representatives, Health Service System, Retirement System, representatives of outside organizations, and others regarding the interpretation and application of various laws, codes, rules, accounting controls and other matters pertaining to payroll operations.

9. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: computerized payroll system; payroll tax laws; payroll procedures of a large organization; applicable laws, ordinances, policies, rules and regulations governing the preparation and processing of payroll and personnel records and reports.

Ability to: develop policies and procedures for a complex computerized payroll system; analyze, interpret, and implement union contracts; manage and direct payroll functions and payroll personnel; develop and implement procedural changes; supervise the work of payroll staff; maintain a variety of complex payroll and personnel records; and prepare statistical and narrative reports, correspondence and memos.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a bachelor’s degree from an accredited college or university, in accounting or a closely related field;

Experience:

Five (5) years of verifiable supervisory work experience in a high-volume professional payroll environment, working in an agency with 2000 or more employees, performing in-house payroll department work, including evaluation of compensation and grades, input and audit of payroll information, paycheck processing, and tax filing and payments, and reconciliation of various payroll-related liability accounts.

LICENSE AND CERTIFICATION

None

PROMOTIVE LINES
Title: Payroll Manager  
Job Code: 1219

No normal line of promotion  

ORIGINATION DATE: 6/2/2000  
AMENDED DATE: 03/21/2012

REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): SFCCD