THE POSITION

DISTRICT MANAGER, PAYROLL
JOB #DEM992

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the District Director, Fiscal Affairs, this position is responsible for planning, directing and coordinating the District's centralized payroll operations and activities, including the processing of certificated, classified and hourly employee payrolls.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Plan, direct and coordinate centralized District payroll operations and activities in accordance with District policies, procedures and objectives; develop and implement plans and policies to facilitate and improve payroll services and operations.

Assure compliance with applicable federal, state and local laws and regulations, including federal Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS); assure compliance with applicable collective bargaining agreement contract provisions.

Establish payroll schedules and calendars to meet statutory, regulatory, and collective bargaining agreement requirements and County Office of Education procedures; maintain strict payroll controls, schedules and deadlines; coordinate the processing of voluntary employee deductions, wage garnishments and automatic payroll deposits.

Assure proper application, calculation and reporting of compensation, benefits and taxes; prepare and reconcile quarterly reports for federal and state taxes and unemployment insurance; reconcile and audit W-2 forms for accuracy; make corrections and adjustments as necessary.

Direct and participate in the entry, updating and auditing of a variety of payroll data in assigned Human Resources/Payroll computer systems; extract and audit data, develop spreadsheets from queries and generate a variety of computerized records and reports related to payroll activities.

Coordinate payroll functions and operations with District Human Resources, Risk Management and other District departments and personnel as necessary; coordinate activities related to personnel, workers' compensation and fringe benefits to assure compatibility with payroll functions.

Maintain communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and activities; serve as a technical resource in providing recommendations and information regarding payroll functions and activities.

Direct and participate in the preparation and maintenance of a variety of financial and statistical information and reports related to payroll activities; compile information and data to create various financial and statistical reports and statements; assure accurate and timely completion and submission or reports; direct the maintenance of departmental record files; maintain confidentiality of employee records.

Maintain current knowledge of federal, state and local laws, rules and regulations related to payroll operations; maintain current knowledge of PERS and STRS regulations and procedures pertaining to payroll operations.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and staff.

Perform related duties as assigned.

REQUIRED QUALIFICATIONS
Bachelor's degree, preferably in business administration, public administration, or related field from a regionally accredited institution.

Minimum of five years of increasingly responsible payroll services experience, including supervisory or managerial experience.

The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Payroll experience in public education, preferably at a community college.

Administrative or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner Human Resources and Finance systems.

Familiarity with the Orange County Department of Education payroll system.

Experience with Microsoft Office software.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $79,624 - $101,003 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #DEM992 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management Application.

2. Letter of interest which provides examples from your background and experience that address the qualifications, duties and responsibilities listed in this brochure and demonstrate how your knowledge and experience apply to this position.

Classified Management
3. Current resume describing educational background, professional experience, and other information pertinent to the position.

4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section on the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to: Human Resources Office North Orange County Community College District 1830 W. Romneya Dr. Anaheim, CA 92801

DEADLINE FOR APPLICATIONS Application package must be received by 5:00 pm, June 26, 2013. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a written exercise and/or an oral presentation related to the assignment will be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview will be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4621 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

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The District is governed by a seven-member Board of Trustees, elected by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was $194 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

For further information about the position contact: Rodrigo Garcia Interim District Director, Fiscal Services rgarcia@nocccd.edu

**NOCCCD – “Greatness. Achieved.”**

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 61,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or programs. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.