



Job Description

Job Title:	District Manager, Payroll	Salary Range:	21
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the District Manager, Payroll plans, directs, and coordinates District-wide payroll functions for all employee groups. This position ensures compliance with applicable federal, state, and local regulations; develops and maintains efficient payroll systems; oversees reporting and reconciliation processes; and provides leadership in the implementation and maintenance of payroll technology and procedures that promote accuracy, transparency, and accountability.

DISTINGUISHING CHARACTERISTICS

The District Manager Payroll is distinguished by other fiscal management classifications by its specialized responsibility for strategic and operational oversight of District-wide payroll activities. The District Manager requires advanced expertise in payroll systems administration, compliance, and reporting, combined with a strong understanding of HR, finance, and information systems integration.

The District Manager Payroll serves as the District's subject matter expert (SME) on payroll policy, reporting requirements, and system controls, ensuring compliance with the Internal Revenue Service (IRS), CalPERS, CalSTRS, Franchise Tax Board (FTB), Social Security Administration (SSA), and Education Code regulations. The District Manager exercises independent judgment and decision-making in the management of complex payroll functions, coordinates closely with Human Resources, Information Systems, and Fiscal Services, and provides technical leadership to ensure timely, compliant, and accurate payroll operations across a multi-campus district.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Payroll Leadership and Administration

1. Plans, organizes, and directs District-wide payroll operations to ensure timely and accurate processing for all employee classifications.
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3. Oversees the preparation, calculation, and reporting of compensation, deductions, taxes, and benefits.
4. Ensures timely submission of all required federal and state tax reports, retirement contributions, and related filings.
5. Monitors and reconciles payroll transactions and adjustments, including corrections, voids, and retroactive payments.



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Regulatory Compliance and Reporting

6. Maintains expert knowledge of applicable payroll laws, regulations, and collective bargaining provisions to ensure full compliance with IRS, PERS, STRS, FTB, SSA, and state education codes.
7. Oversees preparation and reconciliation of quarterly and annual payroll reports, including W-2s, 941s, unemployment insurance, and other mandated filings.
8. Interprets and implements changes in legislation, auditing requirements, and labor contracts affecting payroll operations.
9. Ensures confidentiality and compliance with data protection and public records laws.

Payroll Systems and Technology Management

10. Ensures confidentiality and compliance with data protection and public records laws.
11. Collaborates with Information Systems and HR to test, troubleshoot, and implement system updates and upgrades.
12. Directs data uploads, validations, and reconciliations between the County system, Banner, and other District systems; ensures payroll is properly coded in all systems.
13. Provides technical leadership for the development of system interfaces, automation processes, and payroll data analytics.
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Cross Departmental Collaboration

15. Serves as the District liaison to Human Resources, Fiscal Services, and Risk Management to ensure compatibility between payroll, personnel, and benefits functions.
16. Coordinates with internal and external partners to resolve complex payroll and compliance issues.
17. Provides technical guidance to executive leadership, serving as the primary resource for payroll-related data during contract negotiations, audits, and policy reviews.

Financial Oversight and Reporting

18. Provides technical guidance to executive leadership, serving as the primary resource for payroll-related data during contract negotiations, audits, and policy reviews.
19. Analyzes payroll data to identify trends, anomalies, and opportunities for process improvement.
20. Develops and monitors the payroll division budget and ensures expenditures remain within approved limits.
21. Supports internal and external audits by preparing documentation and reconciling financial records.

Leadership, Supervision, and Professional Development

22. Supervises, trains, and evaluates assigned staff; provides coaching and performance feedback, as needed.
23. Identifies, organizes, and coordinates professional development opportunities for assigned staff, as needed.



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24. Participates in the selection and onboarding of new team members.
25. Plans and facilitates payroll and compliance training sessions for staff and department partners.

Technology and Process Improvement

26. Identifies processes and systems within the department; leads and implements process and system enhancements, as needed.
27. Learns and applies new and emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

28. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

29. Represents the District at a variety of county and state meetings related to payroll systems and compliance.
30. Attends and participates in District-wide committees and special projects, as assigned.
31. Performs other duties that support the overall objective of the position

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Business Administration, Public Administration, or related discipline; **AND**
- Five (5) years of progressively responsible experience in payroll services; **WITH**
- Three (3) years of experience as a payroll supervisor or payroll lead.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- *Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.*

DESIRABLE QUALIFICATIONS

- Payroll experience in public education.
- Administrative or supervisory experience in public education.



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- Industry certifications:
 - Certified Payroll Manager (CPM).
 - Certified Payroll Professional (CPP).
- Experience in a higher education environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of payroll management principles, accounting procedures, and regulatory compliance.
- Knowledge of Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement Systems (CalPERS/CalSTRS) regulations and procedures.
- Knowledge of Orange County Department of Education (OCDE) payroll system.
- Knowledge of appropriate enterprise software and databases relevant to the administration of payroll functions.
- Knowledge of Community College Budget and Accounting Manual.
- Knowledge of accounting and auditing software.
- Knowledge of elements of contractual language.
- Knowledge of shared governance model.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership and strategic planning.
- Payroll processing.
- Budget preparation, financial forecasting, and complex reconciliations.
- Strong analytical, problem-solving, and critical thinking skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.



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- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to analyze problems, design solutions, and implement effective process improvements.
- Ability to interpret and apply federal, state, and local fiscal laws and regulations.
- Ability to perform complicated mathematical calculations and analyses.
- Ability to assess, analyze, implement, and evaluate research project activities.
- Ability to plan and organize all fiscal functions in a manner that produces effective and efficient results.
- Ability to analyze problems, define issues, evaluate alternatives, and develop sound conclusions and recommendations in accordance with laws, regulations, rules, and policies.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.



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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.