



Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, PAYROLL AND RETIREMENT SERVICES

DEPARTMENT: Fiscal Services

LOCATION: District Office

SALARY GRADE: H

POSITION PURPOSE:

Under the direction of the Executive Director, Fiscal Services, plans, directs and coordinates the operations of the Payroll and Retirement Services Department; plans and administers the entire payroll function and operations, tax-sheltered annuities (TSA) and deferred compensation retirement plans, and state pension programs; ensure accurate and timely processing, accounting, reporting and compliance for the District; and performs other related duties as assigned.

NATURE and SCOPE:

The Director, Payroll and Retirement Services is responsible for strategic planning and management of all financial and human resources systems and processes related to payroll processing as well as the administration of tax-sheltered annuities and deferred compensation retirement plans, state pension programs (STRS and PERS), and alternative retirement plans. The Director ensures compliance with legal and regulatory standards and applicable reporting to local, state and federal entities including establishing and executing goals, objectives, strategic plans, policies and procedures according to District values and mission.

The position develops and manages the department and assigned budgets, determines allocations, obtains approvals and is responsible for department policy, procedural, and supervisory decisions. The incumbent supervises and reviews the work of the department support staff.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Plans, directs and coordinates the day-to-day operations of payroll processing; provides leadership and resolves complex and non-routine matters that impact the processing of mid-month and month-end payrolls; advises staff on technical, specialized, and significant issues and projects that have critical tax, legal, or liability consequences and projects related to Districtwide payroll processing and reporting.
2. Oversee the administration of retirement plans, 403b Tax Sheltered Annuities and 457 Deferred Compensation, state pension plans, and other related deferred compensation programs to ensure compliance with eligibility, contribution limits, tax treatment, distribution rules, and fiduciary responsibilities.
3. Serves as the primary point of contact for employees regarding tax-sheltered annuities and deferred compensation retirement plans; addresses complex payroll-related, tax-sheltered annuities and deferred compensation retirement plans, and state pension, inquiries from employees and provides guidance, resource referrals and support on these matters.
4. Plans, organizes, directs, controls, integrates and evaluates the work of Payroll and Retirement Services department personnel; develops, implements and monitors work plans to achieve department goals and objectives; directs and oversees the selection, performance, evaluation and management of staff in accordance with District human resources policies and labor contract agreements.
5. Contributes to the development of and monitors performance against the annual department budget; forecasts funds needed for the department's staffing, equipment, materials and supplies and approves

department expenditures; directs and oversees the development, implementation and evaluation of plans, processes, systems and procedures.

6. Identifies, assesses, and mitigates potential risks that could impact payroll and retirement services, including financial, compliance, and operational risks; develops, implements, communicates and enforces payroll and retirement plan policies and procedures to improve accuracy and efficiency, ensure the integrity and security of payroll and retirement services, and maintains legal and regulatory compliance.
7. Maintains compliance with labor laws, IRS tax regulations, internal policies, and in-state and out-of-state filings; prepares and/or reviews regulatory state and federal quarterly reporting, annual W-2 prep and reporting, and out-of-state payroll reports; prepares a variety of regular and ad-hoc reports for senior management, analyzing payroll, retirement plans, and state pension data to identify risk, trends and areas for improvement.
8. Manages the processing of out-of-state employee payroll and ensures the District complies with various state and local tax laws, including income tax withholding, unemployment insurance, and other state-specific employment laws to ensure accurate processing and avoid penalties.
9. Collaborates with external financial institutions, third-party administrators, consultants, and service providers to manage tax-sheltered annuities, deferred compensation and retirement plan interfaces; resolve issues as they arise to ensure accuracy and compliance.
10. Provides expertise and advice to District senior management and leadership concerning matters that impact payroll, retirement plans, and collective bargaining agreements; analyzes proposed legislation affecting payroll issues, tax-sheltered annuities and deferred compensation and retirement plans.
11. Establishes and implements short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for program improvement.
12. Plans, manages and oversees data gathering for audits and special external report requests related to payroll, taxes, tax-sheltered annuities and deferred compensation retirement plans, and state pension programs; manages the correction of issues and restatement/adjustments of past records.
13. Develops strategies to enhance understanding and communication by conducting employee education sessions and collaborating with financial partners to optimize retirement offerings.
14. Work closely with human resources, finance/accounting/budget, and benefits teams for seamless integration of payroll with employee records, benefits administration, and budgeting.
15. Liaises with Educational Technology Services regarding the payroll, retirement services, and state pension software and related systems, ensuring they are functioning effectively and integrating with human resources and accounting systems; evaluates system upgrades and configuration changes and manages the department portion of testing plans for new software functionality or routine patches.
16. Represents the department at District meetings and at meetings with other agencies; promotes FHDA values and mission in all local, regional, and state meetings and gatherings; chairs and contributes to participatory governance committees, processes and initiatives.
17. Participates in professional development related to the assignment, including regional, state, and national workshops, seminars, training sessions, and conferences as appropriate.
18. Demonstrates an understanding of, sensitivity to, and appreciation for the diverse academic, socio-economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.
19. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. In-depth knowledge of regulations, policies, and standards governing both single and multistate payroll processing with federal and state tax law implications.

2. Regulations, policies, and standards governing Tax-sheltered annuities (TSAs) and deferred compensation retirement plans issued by the Internal Revenue Code (IRC) and the IRS.
3. Federal, state, and local reporting requirements relating to payroll processes, including FLSA, California Education Code, California Government Code, STRS, PERS, and other programs and laws related to payroll records and benefit programs.
4. Customer service principles, practices and techniques.
5. Functions and usage of payroll system module and the integration with internal fiscal and human resources systems and external software and systems needed to process payroll and administer retirement plans.
6. Board Policies, Administrative Procedures, human resources policies and procedures, Equal Employment Opportunity, and collective bargaining agreements.
7. Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize, direct and evaluate the operations and services of the Payroll and Retirement Services Department.
3. Select, motivate and evaluate staff and provide for their training and professional development.
4. Ensure a high degree of accuracy and the timely processing of District payroll in accordance with various deadlines and changing priorities.
5. Interpret, apply and explain complex rules, regulations, policies, procedures and practices to a variety of individuals and audiences with varying levels of knowledge on the subject.
6. Ensure compliance with federal, state, and local laws, rules and reporting requirements.
7. Represent the District in interactions and negotiations with auditors, regulatory agencies, third party administrators, vendors and other external payroll and retirement services providers.
8. Conduct research, reconcile and interpret large amounts of financial data, and present reports, proposals and recommendations clearly, logically and persuasively.
9. Communicate effectively both orally and in writing.
10. Operate modern office equipment including computer equipment and specialized software applications programs.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

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

- 1) A bachelor's degree in business, finance, accounting, human resources, or related field.
- 2) and 6 years of progressively responsible experience in business or human resources management focused on payroll, payroll accounting, and retirement reporting, with at least 3 years in a supervisory or management role.
- 3) Or an equivalent combination of training and experience.

Preferred Qualifications:

1. Master's Degree.
2. Experience in an educational setting related to a large and diverse work force.

License and Certifications

1. Possession of a valid California Driver's License or the ability to travel to various campuses and locations throughout the District.

WORKING CONDITIONS:

Environment:

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Physical Abilities:

(Reasonable accommodation will be made for individuals on a case-by-case basis.)

1. Communicate and to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 15 lbs.

Date Approved: June, 2025

Creditable Service: PERS