

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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|------------------------|--|--------------------------|---------------------------------------|
| <b>TITLE:</b>          | Director, Payroll Operations             | <b>CLASSIFICATION:</b>   | Classified Non-Represented Management |
| <b>SERIES:</b>         | Director II                              | <b>FLSA:</b>             | Exempt                                |
| <b>JOB CLASS CODE:</b> | 9891                                     | <b>WORK YEAR:</b>        | 12 Months                             |
| <b>DEPARTMENT:</b>     | Business Services                        | <b>SALARY:</b>           | Range 17<br>Salary Schedule A         |
| <b>REPORTS TO:</b>     | Chief Business and<br>Operations Officer | <b>HR APPROVAL:</b>      | 3-7-2024                              |
|                        |  | <b>CABINET APPROVAL:</b> | 3-13-2024                             |

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**BASIC FUNCTION:**

Oversee payroll functions across SCUSD, inclusive of over 5,000 certificated and classified personnel on varying pay schedules employed in approximately 84 school sites, early education centers, and administrative facilities, which utilize paper and web-based time reporting systems.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Manage the day

Director, Payroll Operations -- Continued

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(TSA), general deductions, and retirement deductions. **E**

Oversee timely and accurate printing, sorting and mailing of pay warrants, direct deposits, W2's, and monthly and quarter7.815 -1.152

## Director, Payroll Operations -- Continued

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- x Knowledge of California Education Code employment provisions applicable to certificated and classified staff.
- x Knowledge of practices and procedures of the California State Teachers' Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS).
- x School district organization, operations, and objectives.
- x Interpersonal skills using tact, patience, and courtesy.
- x Effective oral and written communication skills.
- x Principles and practices of management, supervision, and training.
- x Evaluation approaches, strategies, and techniques.

### **ABILITY TO:**

- x Highly-motivated, self-directed individual with deep payroll functional as well as process improvement expertise who will provide the strategic vision for the SCUSD Payroll functions and the leadership for our change management effort to streamline processes.
- x Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- x Communicate effectively, both orally and in writing.
- x Interpret, apply, and explain rules, regulations, policies, and procedures.
- x Analyze situations accurately, and adopt an effective course of action.
- x Work independently with little direction.
- x Plan and organize work to meet schedules and timelines.
- x Prepare comprehensive narrative and statistical reports.
- x Supervise and evaluate the performance of assigned staff.
- x Operate a computer and related software
- x Meet state and district standards of professional conduct as outlined in Board Policy.
- x Ability to work effectively across multiple functions and roles within a complex organization.
- x Strong interpersonal skills and the ability to build effective working relationships with senior level district staff and colleagues.
- x Success leading effective teams and individuals.
- x Ability to work effectively in difficult situations that involve confidential and sensitive matters.
- x Strong computer skills including Google Suite, Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Office and site