

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Manager, Employee Compensation	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9857	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Employee Compensation	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Accounting Services	<b>HR APPROVAL:</b>	11-18-22, 6-22-10
		<b>CABINET APPROVAL:</b>	10-31-22
		<b>CABINET REVISION:</b>	9-8-20
		<b>BOARD APPROVAL:</b>	4-13-98

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**BASIC FUNCTION:**

Plan, organize, control, and direct the District's, payroll services, and, STRS and PERs; review and analyze the District's current position for compliance; supervise and evaluate the performance of assigned staff.

**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.)**

Plan, organize, control, and direct programs and activities related to payroll services, STRS and PERS retirement pension programs, and supplemental retirement programs (457 & 403(b)). **E**

Review and analyze the District's current position for compliance with established codes, laws, and procedures related to payroll services, STRS, and PERS retirement pension programs and supplemental retirement programs (457 & 403(b)),.; make required changes and develop new procedures as needed to comply with

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; assist in the formulation, development, and communication of department policies, procedures, and programs in accordance with state and federal laws and regulations. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff. **E**

Develop and prepare the annual budget for payroll services; analyze and review budgetary and financial data, and monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public; maintain current knowledge of legislation, legal codes, and regulations; and execute special assignments. **E**

Assist Human Resource Services on issues related to payroll and STRS, PERS, and supplemental retirement plans. **E**

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. **E**

Provide a positive climate of interaction and communication between school staff, families, and the community, as is related to Compensation and Benefits. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, public administration, or related field, and four (4) years increasingly responsible supervisory experience.

**LICENSES AND OTHER REQUIREMENTS: 8(su)2(p)2( AND O)-9.6(T)-1.1(H)-9.6(E)-1.1(R RE)-1.1(-bi)-2.n(i)-4.6(76-21.45**

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures related to PERS, STRS, supplemental retirement accounts,