

JOB DESCRIPTION
September 2024

Placer County Office of Education
1400 West Stanford Ranch Road
Rocklin, CA 95765

**PROGRAM MANAGER,
RETIREMENT SERVICES AND INTERNAL PAYROLL**

General Purpose:

The Program Manager, Retirement Services and Internal Payroll is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Program Manager, Retirement Services and Internal Payroll primarily manages the retirement reporting functions of the county in addition to managing the internal payroll functions of PCOE. The Program Manager will also assist with related accounting matters within Business Services, Placer County school districts and outside agencies and provides responsible and complex assistance to district and internal program administrators. This is a Classified Management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Coordinates and supports the review and preparation of the county's local education agency (LEA) regular and supplemental payroll retirement reporting – specifically as related to the California Public Employees Retirement System (CalPERS) and California State Teacher Retirement System (CalSTRS).
- Ensures that PCOE's internal payroll is processed accurately on a monthly basis.
- Provides supervision to payroll staff and guidance to ensure compliance with all regulations.
- Ensures proper business processes are in place for timely and accurate submission and reconciliation of LEA retirement reporting both internally and externally in the CalPERS and CalSTRS retirement systems; oversees and assures the maintenance and retention of payroll records and files for the purposes of assuring precision, compliance and staff understanding of established requirements.
- Assists district and Business department staff in payroll and retirement reporting areas including proper accounting, report preparation, Escape payroll entry, accounts payable/receivable, current accounting and business practices, report preparation and compliance with the California School Accounting Manual (CSAM) and with all other applicable laws and regulations.
- Researches technical issues, implements payroll/accounting systems and processes, and resolves difficult and sensitive inquiries and problems for the purpose of providing assistance and guidance to LEA staff at all levels.
- Prepares a variety of financial, statistical, and budgetary statements and reports as necessary for submission to local, state, and federal agencies; analyzes and reconciles retirement statements.
- Prepares and delivers management tools, communication, information, analysis and/or training for the purpose of providing technical expertise and support as it pertains to the Escape financial system and school retirement systems.
- Assists with audit administration providing procedural data and source documents.
- Trains, supervises and evaluates the performance of retirement accounting analysts and payroll accounting analysts for the purpose of maximizing the effectiveness and efficiency of the workforce.

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- Provides technical expertise, information, and assistance to District Business Services and external administrators regarding assigned functions; assists in the formulation and development of policies, procedures, and programs as needed.
- Supervises, prepares, and presents a variety of special projects in related areas as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in Business Administration, Accounting or other related business field is preferred.

Experience:

- At least three years of payroll, retirement systems reporting (STRS/PERS) accounting or financial management experience is required.

Knowledge, Skills and Abilities:

- Knowledge of leadership, management, and accounting practices and principles.
- Knowledge of school district and/or County Office of Education accounting, financial, budgeting, information systems, and personnel principles and procedures.
- Strong knowledge of payroll functions.
- Knowledge required to perform advanced math.
- Knowledge of laws, rules, regulations relating to school district and County Office of Education business and financial activities.
- Knowledge required to review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Skills required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Skills required to utilize pertinent software applications.
- Ability to schedule a significant number of activities and routinely gather, collect, and/or classify data.
- Ability to problem solve and analyze issues, create plans of action, and reach solutions.
- Ability to analyze and interpret policies; develop and implement policies and procedures; train and evaluate staff; facilitate meetings; and communicate with people of varied backgrounds.
- Ability to work with PCOE and district staff, community agencies, and other organizations.
- Ability to manage, interpret and implement rules, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks relating to the Business Services department.
- Ability to be flexible in working with others under a wide variety of circumstances.

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Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 12

Reviewed and Approved:

Superintendent: _____

Date: _____

Human Resources: _____

Date: _____