



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PAYROLL TEAM MANAGER

<b>Group-Section:</b> Office of the Chief Financial Officer – Controlling Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 062 <b>Job #:</b> TM087
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### JOB SUMMARY

Responsible for the overall management of Payroll staff and quality assurance of the data in PeopleSoft Payroll, Leave and Timekeeping systems. This includes ensuring employees are paid accurately, timely, and in compliance with applicable federal, state and California Public Employees Retirement System (CalPERS) laws and regulations; that all payroll taxes are remitted to the proper taxing authority; that pension and third-party payments are remitted. Oversees implementation or upgrade of technology solutions involving Payroll data in collaboration with Information Technology, Human Resources Information Systems and Benefits staff.

### OVERSIGHT

**Supervision Received:** Receives direction from a Unit, Section, the Controller, Group Manager or Assistant General Manager/Chief Financial Officer.

**Supervision Given:** Manages and supervises a staff of professionals and paraprofessionals.

### JOB DUTIES-General

1. Supervises staff including directing, assigning, and monitoring work, coaching, mentoring, addressing personnel issues, providing motivation, discipline, and guidance; determines Team and/or project priorities and aligns work load with available resources; reviews work for thoroughness, adherence to applicable standards, policy, and accuracy; ensures the team provides reliable service to customers; and monitors projects and staff to ensure compliance with regulatory requirements, and adherence to safe work practices and policies.
2. Assesses staff performance and competencies, and completes employee performance evaluations; develops and trains employees in applicable techniques and methodologies; partners with HR to administer and track training plans for skills and professional development, and enhancement of the team's members; provides cross-training opportunities as appropriate, and develops team succession plans; ensures staff completion of mandatory and recommended training including regulatory compliance and safety training. Takes an active role in developing a safe work environment and promoting the safety of self and others by implementing safety training, monitoring employee adherence, and promptly evaluating and implementing safety recommendations.
3. Provides general administration of the team including establishing and tracking organizational goals and objectives; determines and implements strategic priorities; provides input regarding policies and procedures; development of team vision, standards for customer support, service plans and priorities; develops and approves team, project, and work schedules and leave requests, and analyzes and reviews team activities and prepares various reports; reviews and approves time, reimbursement requests, and purchases.
4. Develops and monitors team, project, and equipment budgets to ensure the most efficient use of resources; prepares cost estimates and oversees the requisitioning of materials, equipment, and supplies necessary to meet organization goals and objectives; assures adequate supply of

inventories; assures adherence to established guidelines and accurate and timely reporting and accounting, and tracking and control of budgetary information; evaluates resource needs and prepares staffing, equipment, and consulting requests; prepares, reviews and/or approves purchases, purchase and vendor service requisitions, and contract documents.

5. Meets with internal and external customers to coordinate work on projects and initiatives; initiates and supervises staff activities; collaborates with other managers and staff to ensure reliable, cost-effective, and safe operations; provides accurate, timely and thorough communication to other members of the management team on issues relating to team responsibilities, standards, and compliance.

### **Job Duties – Specific to this Position**

1. Manages Payroll department ensuring policies and procedures are implemented to maintain data integrity in systems such as PeopleSoft Payroll, Leaves and Timekeeping systems.
2. Supervises daily Payroll activities to ensure timely payment to employees.
3. Serves as technical expert and provides guidance to management on government regulations for Payroll and Benefit tax issues to ensure accurate reporting of employee's income and timely payment to the CalPERS, and compliance with federal and state tax regulations.
4. Recommends technology solutions for Payroll processes; and oversees implementation and upgrade of systems and new processes.
5. Oversees user acceptance testing for projects and functional enhancements involving Payroll data, including annual HR PUM upgrade, Cost of Living Adjustment update, semi-annual leave paydown, and annual tax update.
6. Leads continuous improvement of Payroll processes and workflows with a focus on customer self-service.
7. Partners with Human Resources on CalPERS audits and solutions as well as implementing the process to support new approved state and federal bills.
8. Plans and schedules year-end Payroll closing and oversees the issuance of employees Internal Revenue Service Form W-2's and transmittal of electronic file to Social Security Administration.
9. Represents Payroll in meetings with Information Technology, Human Resources, and other departments within Metropolitan on various Payroll and Human Resources projects and issues.
10. Participates in the development and administration of the annual budget; participates in forecasting of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; and authorizes purchases.
11. Performs other related duties as required.

Job Title: Payroll Team Manager

Job Code: TM087

Adopted Date: 07/14/09

Effective: 06/26/22

Revised: 08/11/23

Supersedes: 04/01/12

Page: 2

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A bachelor's degree in finance, accounting, business or related field from an accredited college or university and eight years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity or an advanced degree in finance, accounting, business or related field from an accredited college or university and six years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Basic accounting and payroll regulations, including state and federal payroll taxes filing requirements, and Fair Labor Standards Act; budgeting practices and procedures; management/supervisory concepts and techniques to direct, lead, mentor, coach, motivate, evaluate, and reward employees; and team building.

**Required Skill and Abilities to:** Analyze and evaluate data for use in analyses; organize, evaluate and present information effectively; interpret laws, rules, and regulations relative to payroll and benefits; organize and coordinate the work of others; communicate openly and effectively both orally and in writing on administrative and technical topics; maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, and the public; manage projects and resources; determine training needs of staff; exercise judgment and discretion and empower and support staff.

### **CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- A Valid California Class C Driver License that allows driving during the course of employment

### **DESIRABLE QUALIFICATIONS**

Knowledge of CalPERS Compensation Reporting Requirements

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

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

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements.