



The County of Placer, California
is seeking a highly skilled professional for the position of

Payroll Manager

Placer County Auditor-Controller's Office



Annual salary: \$100,734.40 - \$122,408.00

Due to California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County.

This recruitment will be open until filled.

THE OPPORTUNITY

This is an outstanding career opportunity to join the Placer County Auditor-Controller's Office and contribute to the continued success of this progressive and innovative organization. The Payroll Manager reports to the Assistant Auditor-Controller. This position is responsible for managing the operation of the County's centralized payroll system, designing and implementing payroll procedures, working with staff on implementation of compensation changes, system updates and modifications and monitoring for accuracy and compliance with federal and state laws and memorandums of understanding.

VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County is a prosperous community characterized by a healthy and diverse economy, an attractive business environment, and residents who benefit from high quality educational, safety, and healthcare infrastructure, in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County (located in Auburn) is well positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 370,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada and Yuba. Lake Tahoe is a short 90-minute drive from the western-most points of the County.

EMPLOYER OF CHOICE AND QUALITY OF LIFE

Placer County is consistently ranked first for its quality of life and in the top healthiest counties in California. Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County, Placer also offers exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban

and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with a mix of farming and ranching opportunities.

Outdoor recreation activities in Placer County are abundant all year long from hiking and biking, to horseback riding, rafting on rivers, snowshoeing and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. The responsibilities of the appointed County Executive Officer (CEO) are defined in County Charter. Six County officials are elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall). The County's proposed budget for FY 2016-17 is \$782.4 million with a staff of approximately 2,500.

THE POSITION

The position of Payroll Manager in the Placer County Auditor-Controller's Office is a specialized unclassified management position that reports directly to the Assistant Auditor-Controller and is responsible to plan, organize, direct and manage the activities of the Payroll Division.

Typical management responsibilities for this position include:

Plan, organize, direct and manage the work of the Auditor-Controller's payroll division to meet deadlines and produce accurate payroll;

Develop or redesign payroll processes and procedures in compliance with federal and state laws and memorandums of understanding;

Collaborate with Human Resources and Information Technology and serve as the departmental subject matter expert regarding end-user requirements of the



automated payroll system, conduct acceptance testing for payroll system upgrades, modifications, and troubleshooting, work with others to develop and implement system changes and improve payroll functions and maintain and update system reference tables and rules as needed;

Create payroll system queries and reports;

Directly supervise and train payroll office staff, and coordinate payroll activities with County departments and external agencies;

Review new Memorandums of Understanding and Board of Supervisors' approved revisions to the staffing or salary ordinances and implement necessary procedures;

Supervise and ensure the accurate processing and data input of payroll information; perform periodic earnings, time reporting, and deductions audits;

Participate in the development and implementation of division goals, objectives and priorities and communicate to staff;

Manage and participate in the analysis of payroll records and compilation of data for use by the County Executive Office, Human Resources Department and other County departments;

Perform a variety of management and administrative tasks including assistance in budget preparation; participation in the selection, evaluation and training of employees and development of work schedules and programs designed to meet goals and objectives;

Resolve the most complex, difficult problems and discrepancies, and handle non-routine inquiries related to payroll documents and records;

Interpret and explain operating procedures, rules and regulations relating to payroll processing;

May participate in labor negotiations and/or provide analysis of the feasibility and technical implications of labor agreement changes and make recommendations;

Build and maintain positive working relationships with co-workers, other County employees and managers, outside agencies, and the community utilizing accepted principles of effective customer service;

Represent the County of Placer and the assigned agency or department to the public and to other agencies in a positive and productive manner;

Serve as a positive and motivational team leader as well as a positive and effective member of committees and other collaborative efforts;

Perform related duties as required.

THE IDEAL CANDIDATE

The ideal candidate will be adept at working in a fast paced and complex environment and possess proven leadership and management skills. The ideal candidate is a confident, knowledgeable, and highly experienced professional with a reputation for high standards of ethical conduct, collaboration and quality. The ideal candidate will be skilled at coordinating the activities of multiple teams to meet mandates or program objectives. They will regularly handle complex projects, which will require special expertise, sensitivity and independent judgment. The ideal candidate will also demonstrate experience setting high standards for self and others; and will represent the Division to outside agencies and other organizations.

The ideal candidate will be skilled in designing and implementing payroll procedures; working with Information Technology staff on implementation of compensation changes, updates and modifications; analyzing output for accuracy and compliance with federal and state laws and memorandums of understanding; and participating in labor negotiations to the extent necessary to assure salary and benefit implementation in the payroll system.

This position requires five years of increasingly responsible professional level experience in payroll processing with at least one year at a supervisory level, or the possession of a Certified Payroll Professional certification and four years of increasingly responsible professional level experience in governmental accounting with at least one year at a supervisory level.

Experience working with local government is desirable. Candidates must also possess the equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration or public administration or a closely related field. Relevant equivalent experience (performing the same or similar job requiring similar knowledge, skills, and abilities) may be substituted for the required education as determined by the Human Resources Department.



COMPENSATION

The annual salary range for this position is \$100,734.40 - \$122,408.00. Starting salary will be dependent upon qualifications. In addition, the County offers an attractive benefits package including:

Retirement: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS). Pension formula is dependent upon hire date with Placer County.

Cafeteria Plan: \$2,100 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account or a sponsored 401(k) plan.

Health, Dental and Vision Insurance: Choice of health insurance plans provided through CalPERS with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance; dependent coverage available at employee's expense

Annual Leave: 100 hours of management leave to be used as time off or paid in cash, 13 paid holidays and vacation accrual of 10 – 25 days based on years of service.

Life Insurance: County provided: life insurance \$50,000 and accidental death \$10,000.

APPLICATION PROCESS

To apply for this outstanding career opportunity, please submit an application and responses to the supplemental questionnaire via the County's website www.placer.ca.gov/jobs. This recruitment will be open until filled. Interested candidates are encouraged to apply immediately to be included in the first screening, which is scheduled for August 15, 2016.

All applicants who meet minimum qualifications will be required to respond to an online Conviction History Questionnaire, which will be sent as a link on the notification that minimum qualifications have been met.

Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment background investigation, including fingerprint clearance and physical examination.

HUMAN RESOURCES DEPARTMENT

Equal Opportunity Employer
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www.placer.ca.gov/jobs

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

