UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, University Payroll Services

Job Code: 113227

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**Grade:** N  
**OT Eligible:** No  
**Comp Approval:** 12/15/2010

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**JOB SUMMARY:**

Serves as the most senior person representing Payroll Services whose primary responsibility is to oversee university payroll and payroll tax operations. Develops strategy, planning, communications and training related to payroll policies, procedures, processes, functions, activities and related services. Ensures compliance with all federal, state and local laws as well as university policy.

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**JOB ACCOUNTABILITIES:**

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- Oversees university payroll and payroll tax operations. Develops strategy, planning, communications and training related to payroll policies, procedures, processes, functions, activities and related services. Ensures all university employees are paid accurately and on-time, taxes and other required government withholdings are executed, collected, deposited and reported on a timely basis to federal, state and local authorities.

- Ensures compliance with all federal, state and local laws as well as university policy regarding payments of wages, tax withholding for US citizens, permanent residents and non-resident aliens, as well as other payroll deductions and reductions as mandated by federal, state, local authorities (wage assignments) or those which are voluntarily requested by employees. Ensures compliance and required reporting is completed for all university collective bargaining agreements.

- Participates in short and long-term strategic planning, making or recommending modifications and/or additions to services provided, staffing and organizational plans, and corresponding budgetary implications.

- Directly or indirectly manages all staff assigned to department, usually through subordinate supervisors. Determines staffing needs based on short and long-term plans and goals. Reviews and endorses or makes recommendations for hiring, staff raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit. Provides performance appraisals for staff and determines need for disciplinary action. Makes recommendations or approves plans for staff training and professional development.

- Administer the university’s current time and attendance systems such as OTIS, Boss and Kronos. Ensures compliance and successful interaction with the university’s Payroll, Personnel and Benefits System. Recommends enhancements and changes to the university’s time and attendance systems.

- Recommends enhancements and changes to the university’s Payroll, Personnel, Benefits System and the time and attendance systems. Plans, designs and tests new and enhanced payroll and time and attendance systems for university. Works closely with programmers to ensure payroll systems integrity and compliance with all federal, state and local laws and university policies.

- Develops and implements policies and procedures related to payroll and the time and attendance systems. Ensures policies and procedures comply with federal,
state and local law.

Oversees the departmental training component and ensures university community is informed and trained in new and existing policies and procedures that effect payroll processing. Develops plans, procedures and programs to meet specific payroll training needs and issues. Conducts training sessions for home department coordinators and staff, as needed.

Works with internal and external auditors related to payroll, payroll taxes, payroll system, and time and attendance systems. Develops and implements solutions to audit findings, as necessary.

Plans, develops and manages unit or program budget determining fiscal priorities. Recommends and/or makes budgetary and resource allocations. Provides financial analyses, projections and reports as needed.

Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Master's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

10 years

**Minimum Field of Expertise:**

Thorough knowledge of federal and state wage and hour law including minimum pay requirements, minimum wage and salary rates, time and record keeping, overtime pay requirements and pay periods. Management experience and payroll processing and system experience. Demonstrated strong oral and written communication and analytical skills. Project management skills and experience. Ability to work effectively with senior management. Ability to handle sensitive and confidential information. Must be detail-oriented with ability to multi-task and meet time sensitive deadlines.
Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Manages through subordinate supervisors.

Supervises: Nature of Work:

Administrative
Clerical/Secretarial
Managerial
Professional/Paraprofessional
SIGNATURES:

Employee: _____________________________________ Date:_____________________________

Supervisor: _____________________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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