



Job Description

POSITION TITLE:	Payroll/Human Resources Supervisor	#2451
	Business Services/Human Resources	
SALARY PLACEMENT:	Classified/Confidential, Supervisory Salary Schedule	
	Range 10	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma or equivalent of the completion of the twelfth grade, supplemented by course work or training in payroll or general accounting obtained through a community college, trade, or correspondence school. May be substituted by experience of a closely related nature. Five years' experience of increasingly responsible payroll/human resources/accounting experience

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Knowledge of principles, practices, and procedures of payroll, human resources and accounting; modern office practices and procedures; data processing; proper English usage; basic knowledge of laws pertaining to payroll/human resources; record-keeping techniques.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of the mechanics of the payroll/human resources system; basic knowledge of payroll rules and regulations, worker's compensation, unemployment, employee attendance. Knowledge of the principles, methods and practices of financial record keeping, and employment contracts. Knowledge of Federal and State laws, California Education Code, department policies and procedures relative to salary administration. Knowledge of modern office automation procedures and practices. Proper English usage, spelling, grammar and punctuation. Ability to apply laws, policies, and contract provisions pertaining to payroll/human resources procedures. Ability to analyze situations accurately and adopt an effective course of action. Provide needed information, assistance, training, materials, and resources. Performs duties requiring independent judgment and initiative under the stress of strict deadlines. Performs calculations and post data accurately. Assure that assigned tasks are completed within time of reporting deadlines. Operate computer equipment and standard office machines. Communicate clearly and concisely both orally and in written form. Maintain a positive and effective working relationship with employees and others during the course of work. Perform clerical work of above-average difficulty with minimum supervision. Maintain accurate files and records. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Division Director of Payroll Services, performs a wide variety of complex and responsible duties related to the day-to-day payroll and human resources functions. Oversees the county office's Form Approval System (HRA System); supervise and performs a variety of complex and difficult payroll duties in the preparation, processing and maintenance of payroll calculations, worker's compensation operations, unemployment and employee attendance duties. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, students, and/or staff.
2. Supervise and evaluate staff.
3. Maintain confidentiality on issues concerning program and staff.
4. Participate and coordinate a variety of meetings, staff development trainings, workshops, and/or conferences to present materials and information concerning department programs, services, operations, and activities.

5. Maintain current knowledge and interpret applicable rules, regulations, policies and procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Assist in the development of required safety plans to ensure OSHA compliance.
13. Assist with preparing appropriate reports for industrial accidents as required by OSHA.
14. Assist with coordinating and attending ergonomic evaluations of employee work stations as required.
15. Maintain full knowledge of workers compensation, attendance, unemployment and provide supervision of those functions.
16. Assist in developing written procedures, guidelines, forms and other documents to facilitate employee attendance, workers compensation operations, unemployment and SJCOE HRA system.
17. Supervise, verify and process sick leave payments and dockages.
18. Oversee the monitoring, verifying and processing of all HRA items/forms.
19. Oversee the process of accumulated sick leave/transfers in/out of Payroll System.
20. Process employment verifications.
21. Oversee the monitoring and maintaining of records, and prepare notices and documents in connection with salary schedules, employment contracts, assignments, tenure, resignations, leaves, layoffs, etc.
22. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.