



## Job Description

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<b>POSITION TITLE:</b>	<b>Human Resources/Payroll Specialist Business Services/Human Resources</b>	<b>#2444</b>
<b>SALARY PLACEMENT:</b>	<b>Classified/Confidential, Supervisory Salary Schedule Range 5</b>	

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

High school diploma or equivalent of the completion of the twelfth grade, plus two years of advanced personnel training or business/computer courses obtained through a college or vocational school. Experience of a closely related nature may be substituted.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Three years of varied and progressively responsible clerical experience at an administrative level. Knowledge of principles, methods and practices related to personnel procedures. Federal and State laws, California Education Code, departmental policies and procedures. Basic office methods, practices, and procedures, including filing systems. Public relations. Letter and report writing. Standard office machines including computers. Proper English usage, spelling, grammar, and punctuation. Experience working with the Escape Payroll/Human Resources System.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Understand and apply principles, techniques, and procedures required for effective job performance. Interpret, explain, and apply personnel policies, laws, rules, and regulations. Analyze situations accurately and adopt an effective course of action. Respond promptly to requests of internal and external clients. Provide needed information, assistance, training, materials, and resources. Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files. Perform duties requiring independent judgment and initiative under the stress of strict deadlines. Perform mathematical calculations with speed and accuracy. Communicate clearly and concisely both orally and in written form. Establish and maintain cooperative-working relationships with those contacted during performance of job duties. Maintain and improve professional skills and knowledge. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under direction of the Division Director of Payroll Services and the Division Director of Human Resources, 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); monitors, verifies and processes all HRA items/forms. Coordinates new hire documents and enters all employees in the Payroll System. Does related work as required.

**ESSENTIAL FUNCTIONS:**

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

1. Prepare employee notifications as necessary.
2. Perform a variety of clerical duties related to the human resources and payroll functions; develops and maintains human resources and payroll-related forms; composes and types letters, and other documentation as directed.
3. Establish and maintains a variety of payroll/ human resources files and records with discretion according

- to established procedures, policies, rules and regulations; prepares notices of employment and change of status for payroll action.
4. Assist personnel, applicants, districts and the public and provides a variety of information related to the human resources function; researches rules and regulations related to payroll/ human resources policies and guidelines.
  5. Explain the policies and procedures, collective bargaining contracts and agreements and other rules, laws, contracts or procedures to applicants, candidates, employees, and others.
  6. Make routine decisions.
  7. Maintain strict confidentiality on all job-related matters.
  8. Maintain records and prepare notices and documents in connection with salary schedules, employment contracts, assignments, tenure, resignations, leaves, layoffs, etc. including HRA's.
  9. Prepare correspondence independently on matters not requiring personal attention of the Division Director.
  10. Plan, develop, and implement office procedures.
  11. Attend work-related conferences and seminars.
  12. Process accumulated sick leave/transfers in/out of Escape.
  13. Update HRA sample handbook.
  14. Process employment verifications.
  15. Make mathematical calculations with accuracy.
  16. Work effectively and collaboratively with school districts, the public and other departments within SJCOE.
  17. Perform a variety of technical duties and provide assistance to prospective and current personnel; resolves payroll/human resources related issues and concerns with discretion and confidentiality
  18. Monitor, verify and process all HRA items/forms.
  19. Monitor and maintain temporary/substitute employees work days per Education Code 45103 (195 day rule).
  20. Assist with the Declination of Coverage requirements.
  21. Perform other related 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.

