

PERSONNEL/PAYROLL REPRESENTATIVE

DEFINITION

Under general supervision, to perform a variety of difficult, complex, and specialized program, administrative and general support work for the Court Human Resources Program; to prepare, process, and ensure the accuracy of data for the Court payroll; to prepare, process, assemble, and distribute material for recruitment and selection to fill vacancies; to prepare and process personnel transactions; to assist the Director, Human Resources with information gathering; to provide a variety of information about Court Personnel policies and procedures to the public and Court staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This an advanced, specialized working level classification for performing a variety of complex, specialized support functions for the Human Resources Program of the Superior Court of California, County of San Francisco.

REPORTS TO

Director, Human Resources.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs a variety of complex and specialized program, office, administrative, and general support assignments for the Court Human Resources Program; develops, prepares, and processes payroll data and documents; prepares, and processes a wide variety of personnel transactions data and documents; develops bulletins and announcements for recruitment and selection processes to fill position vacancies; organizes selection processes, maintaining required documentation and sending notices to job candidates; maintains personnel files; gathers, organizes, and maintains data for special studies as directed by the Director, Human Resources; develops, organizes, and distributes documents for personnel procedures; provides a variety of information about personnel processes, policies, and procedures for the public and Court staff; may assist with the administration of employee benefits and workers compensation functions; operates a personal computer and uses a variety of software to develop and maintain personnel information and generate reports; prepares correspondence; operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

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Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, procedures, and functions of the Court Human Resources Program.
- Laws, rules, regulations, and processing requirements for the Court payroll and personnel transactions.
- General knowledge of personnel recruitment and selection processes.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office and administrative support work, including the maintenance of personnel records.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Principles of work coordination and planning.

Ability to:

- Maintain on-going responsibility for Human Resources Program support functions in providing assistance for the Director, Human Resources.
- Perform a variety of complex and specialized administrative, office, and general support work for the Court Human Resources Program with minimal guidance and supervision.
- Develop, prepare, and process payroll documentation accurately and in a timely manner.
- Develop, prepare, and process personnel transaction documentation accurately and in a timely manner.
- Read, interpret, and apply a wide variety of very complex and changing policies, procedures, regulations, labor contracts and salary and benefits ordinances.
- Follow oral and written directions.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Gather and organize data and information.

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- Skillfully interview others and obtain sensitive information.
- Maintain and update records and reports.
- Operate a computer and use specialized software in the performance of assigned work.
- Operate and use office equipment.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Court Human Resources Program.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of previous experience in performing a variety of administrative, office, and general support work experience, including experience in a position working with a human resource program and personnel administrative functions.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.