

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ADMINISTRATOR, HR Payroll Services Systems and Operations

QUALIFICATIONS

- Bachelor's Degree in Business or Public Administration, Personnel Management or five (5) years of professional experience in payroll systems.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of federal, state and local rules relating to payroll.
- Knowledge of administrative computer applications as related to departmental job functions.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize.
- Ability to analyze, interpret and use data in decision-making.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Executive Director of Human Resources and Professional Standards
SUPERVISES Assigned Personnel

POSITION GOAL

To administer a centralized unit with responsibility for district payrolls and related functions, and to operate such unit in an efficient and cost effective manner.

PERFORMANCE RESPONSIBILITIES

1. * Provide leadership as a member of the Payroll Department responsible for coordinating, managing and supervising to ensure effective teamwork in all payroll and retirement operations.
2. * Formulate or modify procedures to solve complex payroll problems based on new tax laws, legislation and collective bargaining agreements.
3. * Serve as liaison between various departments within the District for payroll processing. Maintain open communication with schools and departments within the District.
4. * Monitor compliance issues with IRS, Social Security Administration, Fair Labor Standards (Wage and Hourly Law), Florida Retirement System, as well as other federal and state agencies.
5. * Interpret and enforce laws and proration rules for IRS Levies, Student Loan, Child Supports, Bankruptcies, and Creditor Garnishments.
6. * Develop and implement new payroll policies and procedures and disseminate information to schools and departments within the District.
7. * Conduct New Employee Orientation.
8. * Demonstrate ability to become proficient in the use and understanding of new applications to provide recommendations for payroll process improvements.
9. * Create specifications for development of new payroll processes and programs. Test and approve enhancements to payroll systems.
10. * Maintain accurate payroll and retirement records required by federal and state agencies.
11. * Assist the Executive Director of Human Resources and Professional Standards with the resolution of problems, the development of reasonable security and the establishment of adequate internal controls.
12. * Administer the District's Unemployment Compensation Program; analyze and process unemployment claims; and provide testimony of personnel and payroll records at unemployment hearings.

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13. * Administer the District's Service Award Recognition Program.
14. * Create query spreadsheets providing HR, Payroll and Retirement information to district personnel requests, public requests and to assist with the overall operation of payroll processing.
15. * Manage Sick Leave Bank annual enrollment.
16. * Provide testimony of payroll records for workers' compensation cases.
17. * Setup and maintain HR/Payroll related tables on PeopleSoft.
18. Perform other duties as assigned by the Executive Director of Human Resources and Professional Standards.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$61,532 - \$94,387
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7500
Job Code	1416
Survey Code	75010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 24, 2012
February 23, 1999

ADA Information Provided by EMC
Position Description Prepared by Ron Pinnell