

## **PRINCIPAL PERSONNEL/PAYROLL REPRESENTATIVE**

### **DEFINITION**

Under general supervision, to lead Personnel/Payroll Representatives performing a variety of difficult, complex, and specialized tasks necessary to generate the Court's payroll and related personnel transactions for the employees of the San Francisco Court; act as subject matter expert and the Court's primary source of contact with other governmental agencies and other organizations in these areas; and ensure the accuracy of data for the Court's payroll and personnel transactions; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This a single position classification that serves as the lead person over other Personnel/Payroll Representatives, and serves as the subject matter expert and primary point of contact when needed by other agencies involved in the generation of the Court's payroll and related personnel transactions. In addition, the incumbent is responsible to handle a portion of the workload of Personnel/Payroll Representative in performing the advanced, specialized payroll, personnel transactions and 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, but is responsible to lead other Personnel/Payroll Representatives within the Human Resources Office of the Court.

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

In a lead capacity over other Personnel/Payroll Representatives, performs a variety of complex and specialized tasks and assignments to generate and validate the Court's payroll data and documents; prepares and processes a wide variety of personnel transactions data and documents; oversees the tracking of recruitment announcements for selection processes to fill position vacancies; oversees the organization of selection documentation and correspondences with job candidates; oversees the maintenance of personnel files and responses to subpoenas regarding the information contained; 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

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and workers compensation functions; uses a variety of software to develop and maintain personnel information and generate reports; prepares correspondence.

**TYPICAL PHYSICAL REQUIREMENTS**

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 for long periods of time.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment with continuous contact with judicial officers, Court staff and the public.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- Detailed knowledge of the rules, policies, and procedures related to the Court's payroll and personnel transactions functions.
- General knowledge of personnel recruitment and selection processes used by the Court.
- Leadership and team building techniques.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Current computers software used in payroll and personnel functions, and for 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:**

- Deal tactfully and courteously with judicial officers, the public and other staff, and other governmental and non-governmental entities when explaining the functions and policies of the Court payroll and personnel program.
- Represent the San Francisco Superior Court to outside agencies and vendors on payroll-related and personnel processing-related matters.
- Maintain confidential information when required by legal or ethical standards.
- Build an effective team of those assigned for personnel and payroll tasks and responsibilities.
- Establish and maintain cooperative working relationships.

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- Explain detailed and technical information to individuals with limited knowledge or understanding of payroll or human resources processes.
- Insure the accuracy and timeliness of required personnel and payroll transactions and activities.
- Process large amounts of data with great detail and accuracy.
- Perform a variety of complex and specialized administrative, office, and general support work for the Court Human Resources Program with minimal guidance and supervision.
- Prepare, and process payroll and personnel 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 documentation.
- Follow oral and written directions.
- Train others in payroll and personnel transactions and procedures.
- Gather and organize data and information.
- 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.

**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 personnel and payroll transactions in a governmental setting, preferably using systems used by the San Francisco Court. In addition, experience in handling lead responsibilities over others is greatly preferred.

**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.*