



## Home Department Payroll/Personnel Coordinator II Job Description

### JOB INFORMATION

<i>Job Code:</i>	113315
<i>Job Title:</i>	Home Department Payroll/Personnel Coordinator II
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	6 Supervisor

### JOB SUMMARY

Supervises the staff and operations of a home department payroll and personnel unit of a school, department or facility. Reports directly to a department chair, senior business officer or human resources personnel officer.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Related undergraduate study	
	X	Bachelor's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Working knowledge of applicable laws governing payroll and personnel
	X	Payroll and personnel experience preferably in a university setting

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises payroll and personnel processing ensuring that payroll and personnel transactions are delivered in a timely fashion and in accordance with regulations, policies and procedures. Responds to questions from faculty, staff and student workers regarding payroll or personnel matters and assists in resolving related problems.				
Supervises staff who process departmental payroll and personnel transactions. Schedules, prioritizes and assigns work. Reviews work and provides feedback. Assesses performance and counsels or disciplines as required.				
Advises faculty and staff on university payroll and personnel policies and procedures and assists with interpretation or follows through with appropriate university office.				
Coordinates recruitment and placement activities for a home department. Oversees the preparation of paperwork to open positions. Screens and refers qualified applicants to hiring supervisor. Coordinates content and placement of employment advertising with university employment office.				
Assists faculty and staff with staff salary administration. Provides information and guidance on policies and procedures and interacts with the university compensation office as needed to secure and provide information and to resolve problems.				
Interacts with the benefits, disability and worker's compensation offices to distribute benefit information and submit required documentation. Provides research and background information to facilitate administration and delivery of employee benefits.				
Tracks home department compensation budget(s) and reconciles to Account Status Reports. May establish and monitor personnel cost rates for rebillables.				
Assists in the internal resolution of employee grievances. Provides information and assistance to the university employee relations office to facilitate grievance resolution.				
Assists in the departmental administration of collective bargaining agreements and grievance procedures.				
Controls and oversees the maintenance of confidential home department employee records and files. Maintains an internal personnel information system which complements the university system and provides information as requested.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.