



Home Department Payroll/Personnel Tech Job Description

JOB INFORMATION

<i>Job Code:</i>	113311
<i>Job Title:</i>	Home Department Payroll/Personnel Tech
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Prepares and processes a variety of payroll and personnel documents for staff and/or faculty. Assists employees with requests for information and in problem resolution of payroll or personnel matters.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Related undergraduate study	

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		1 year	
	X	1 year	

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		Skilled in payroll or personnel processing with knowledge of applicable regulations.
	X	Knowledge of related university policies and procedures.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Prepares and processes a variety of payroll and personnel documents and reports for staff and/or faculty. Determines nature of transaction and the paperwork and approval process required. Makes necessary computations and gathers and provides all pertinent data, including backup documentation as needed. Identifies exceptions for special handling. Ensures paperwork and reports are processed timely and in accordance with governmental and agency requirements. May review paperwork completed by others.				
Serves as the initial school or department contact in the research and resolution of payroll or personnel problems. Interfaces with Personnel Services - Benefits, Workers' Compensation, Disability, Employment, Compensation, Policies and Procedures and Employee Relations - and the University Payroll Office to resolve problems and assist employees in obtaining information and services. Conveys information to employees when appropriate or refers them directly to the personnel services or payroll offices.				
Provides information to administrators, staff and/or faculty on personnel and payroll policies and procedures. Responds to general inquiries, referring unusual or complex situations to the home department coordinator.				
Maintains confidential personnel database and files for the school, department or facility in accordance with established guidelines and policies. Sets up files for new employees. Ensures files of terminated employees are maintained or stored for retrieval as required by law.				
Maintains and updates employee attendance records using manual or automated systems. Conducts periodic reviews of the information to ensure accuracy of the records. Provides regular attendance summaries or reports for employees and management.				
Controls and distributes payroll checks. Assists employees in resolving questions or discrepancies related to pay.				
Assists with the recruitment and hiring process. Assists in placing advertisements, screening applications and resumes, recruitment and conducting new employee orientation.				
Researches payroll and personnel information, compiles data for analysis and produces standard and ad hoc reports for management.				

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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.