



PERSONNEL SERVICES SUPERVISOR



Description:

Under general direction, plans, organizes, coordinates, and supervises the operation of County Fire/Special Districts Online Payroll System, benefit administration, and conducting studies and analyzing data; incumbents serve as authoritative source on payroll regulations, rules and interpretation of policy and guidelines; performs related duties as required.

Distinguishing Characteristics:

This single position class is characterized by the responsibility to supervise a staff and to function as a resource and specialist in the interpretation and application of personnel rules and regulations. Personnel Services Supervisor is distinguished from clerical positions performing payroll/personnel functions by the former's responsibility to supervise a centralized personnel records function and by the assignment of various technical personnel tasks of average difficulty in assisting personnel professionals. This position reports to the HR Division Manager.

Duties may include, but are not limited to:

1. Organizes, coordinates, and supervises the work of assigned staff; evaluates work performance, prepares and administers work performance evaluations; participates in personnel decisions including hiring and disciplinary actions and assists in resolving employee grievances; approves leave requests.
2. Assures accuracy and conformance with appropriate ordinances, rules and regulations; resolves complex problems relating to job benefits or payroll/personnel matters; acts as custodian of records.
3. Identifies training needs and plans training programs; may develop training curricula and prepare training materials.
4. Researches data, laws, regulations and policies, and explains and interprets same to the public, employees, supervisors and others; handles unusual or difficult problems referred by subordinates.
5. Composes correspondence, and compiles statistical data and reports using EMACS queries, budget justifications, special projects and studies; prepares manuals on various office procedures and instructs clerical staff in their use.
6. Position Control Administrator responsible for creating and maintaining position classifications and salary schedules for all County Fire and Special Districts classifications.
7. Participates in the maintenance and control of a centralized personnel records function; interprets and applies personnel rules and regulations.
8. Maintains the DOT Random Pool testing for Addiction Medicine Consultants (AMC), includes quarterly updates to AMC, test notification and AMC billing.
9. Maintains Bloodborne Pathogen and Exposure log and billing.

10. Implements fiscal year budget and MOU classification changes for both County Fire and Special Districts Departments.
11. Coordinates with Information Services on payroll programming and design of online Payroll Automated Information Reporting System (P.A.I.R.S).
12. Works directly with the EMACS Development Team on the implementation of negotiated MOU classification changes.
13. Prepares written reports and correspondence.
14. Provides vacation and temporary relief as required.
15. Provides other duties as required.

Typical Qualifications:

Four years of public sector experience in which the primary duties were interpreting and applying policies, practices and procedures in the areas of Payroll, Human Resources or Budget Administration. One year of lead or supervisory experience is desirable. Experience in the processing of State Disability Insurance and Unemployment Insurance tax accounts and using the "People Soft" system is desirable.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 46175

Salary Range: N37

Representation Unit: Non-Represented

Last Updated: 9/21/09