**Class Summary**

The responsibilities of this classification include overseeing operations for county-wide payroll administration, benefits administration, or the payroll and benefits modules in PeopleSoft. Incumbents provide direction and management to assigned teams and ensure consistent, accurate, and timely administration of payroll or benefit programs.

**Distinguishing Characteristics**

This is a single level classification. This classification is distinguished from other classifications in that incumbents in this classification have managerial responsibilities for county-wide payroll administration, benefits administration, or the pay and benefits modules in PeopleSoft. It is further distinguished from other classifications in that no other classifications have county-wide oversight of these centralized areas.

**Examples of Duties**

1. Provide guidance to departments and county leadership in the development and practice of payroll administration, benefit administration, or payroll and benefit modules.
2. Ensure appropriate measures are taken to confirm accurate and timely data entry and administration. Advises and reports to leadership regarding issues and recommends appropriate actions.
3. Coach, mentor, and support assigned team members. Hire, assign and schedule work, evaluate performance, and initiate disciplinary action when appropriate.
4. Audit employee program implementation and provide data and analysis to partners and leadership.
5. Participate in planning, coordinating, and implementing overall sections strategies, goals, and objectives. Assist the section manager in the development of business plan including performance indicators and outcome measures.
6. Lead meetings, trainings, and seminars to employee groups to advertise, communicate and clarify programs. Write and provide program documents.
7. Analyze and interpret laws and policy changes, identify impacts, and ensure resources and plans are prepared to keep the County in compliance with changing requirements.
8. Perform other duties as assigned.

**Knowledge/Skills**

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite and Oracle PeopleSoft.

**Education and Experience Requirements**

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 01/2022 – Created |