



## Home Department Payroll/Personnel Coordinator I Job Description

### JOB INFORMATION

|                          |   |
|--------------------------|---|
| <i>Job Code:</i>         | 113314  |
| <i>Job Title:</i>        | Home Department Payroll/Personnel Coordinator I             |
| <i>FLSA Status:</i>      | Non-Exempt  |
| <i>Supervisory:</i>      | Leads employees performing similar work on a project basis. |
| <i>Job Family:</i>       | HD - HR/Payroll Administration                              |
| <i>Job Family Group:</i> | Human Resources   |
| <i>Management Level:</i> | 7 Individual Contributor                                    |

### JOB SUMMARY

Coordinates and provides a wide variety of payroll and/or personnel services that vary in complexity for a school, division, department or facility with minimal supervision. Provides general payroll and personnel assistance to a home department unit of a school, department or facility. Interacts with central payroll and personnel offices, faculty, staff, and students to facilitate the exchange of information and to assist in resolving payroll or personnel matters. Performs some assignments that are non-routine and vary in complexity with minimal direction as needed. May act as a lead to other payroll/personnel employees with work assignments, problem resolution and/or with special projects.

### JOB QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>             | <i>Field of Study</i> |
|------------|-------------|---------------------------|-----------------------|
| X          |             | High school or equivalent |                       |
|            | X           | Associate's degree        |                       |

#### Additional Education

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

☐ Combined experience/education as substitute for minimum education

#### 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.**

☐ Combined experience/education as substitute for minimum work experience

#### 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 federal, state, local laws and regulations. |
| X          |             | Ability to establish and maintain accurate payroll and personnel records.   |

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills  |
|-----|------|--|
|     | X    | Knowledge of related university policies and procedures. |

## Other Job Factors

## JOB ACCOUNTABILITIES

|  | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Prepares, reviews and processes a variety of payroll and personnel documents and reports for faculty, staff and students. 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. Responds to questions from faculty, staff and student workers regarding payroll or personnel matters. Addresses problems and incomplete payroll and personnel paperwork with appropriate home department unit and assists in problem resolution. |        |           |          |     |
| Ensures paperwork and reports are complete, accurate and appropriate, processed in a timely manner, complies with payroll and personnel policies and procedures and in accordance with governmental and agency requirements. Follows-up to ensure incomplete paperwork or inappropriate requests are addressed in accordance with established policies and procedures.   |        |           |          |     |
| Serves as an internal school or department contact in the research and resolution of payroll or personnel problems. Interfaces with central payroll and personnel departments to resolve problems and assist employees in obtaining information and services. Provides information to faculty, staff, and students on payroll and/or personnel policies and procedures. Responds to general inquiries, and unusual or moderately complex situations. Conveys information to employees when appropriate or refers them directly to the personnel or payroll offices. Refers complex situations or issues to supervisor.       |        |           |          |     |
| Coordinates recruitment and placement activities for a home department. May prepare paperwork to open positions. Reviews personnel requisition documentation to post existing or new positions prepared by departments for completeness, accuracy and appropriateness. Monitors and maintains record of number of open positions. Reviews applications to determine qualifications. Refers qualified applicants to hiring supervisor. Coordinates content and placement of employment advertising with university employment office.   |        |           |          |     |
| Collects and compiles information from employees and supervisors regarding complaints and grievances.  |        |           |          |     |
| Researches and gathers data on payroll and/or personnel information and activities. Prepares standard and ad hoc reports for management. Conducts preliminary analysis of data as needed. Completes required administrative work.  |        |           |          |     |
| May act as a lead to other payroll/personnel employees and/or student workers with work assignments, problem resolution and/or with special projects. Provides leadership and guidance to payroll/personnel employees and/or student workers with work assignments and/or special assignments or short-term projects as needed. Assists in training or scheduling work assignments as required.  |        |           |          |     |
| Monitors and tracks workers compensation and disability matters as needed. Interprets workers compensation and disability policies and procedures.   |        |           |          |     |
| Consults with supervisors regarding administering disciplinary action to ensure consistent application throughout the school, division, department or facility.  |        |           |          |     |
| Establishes, customizes and maintains electronic information systems. Maintains internal tracking system for various payroll and personnel activities. Generates reports of payroll and personnel activity as necessary.   |        |           |          |     |
| Drafts and/or produces correspondence, memorandums and emails based on knowledge of payroll and personnel policies and procedures.   |        |           |          |     |
| Tracks home department compensation budget(s) and reconciles to Account Status Reports or reviews reconciliation of Account Status Reports with budget/business personnel. Complies and analyzes data for use by others to develop or monitor the budget.  |        |           |          |     |

## JOB ACCOUNTABILITIES

|  | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Controls and oversees maintenance of confidential personnel 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. Ensures that employee and applicant records are legally and procedurally correct in regards to data required and record retention. |        |           |          |     |

## 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.