



USC University of
Southern California

Manager, Data & Payroll Services Job Description

JOB INFORMATION

Job Code:	113302
Job Title:	Manager, Data & Payroll Services
FLSA Status:	Exempt
Supervisory:	
Job Family:	HD - HR/Payroll Administration
Job Family Group:	Human Resources
Management Level:	5 Manager

JOB SUMMARY

Responsible for managing employee and payroll data (e.g., analytics, reporting, process compliance), ensuring efficient operations meet current and future business needs. Oversees the daily tasks for a team of payroll professionals, coordinating projects

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Finance	

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

Req	Pref	Work Experience	Experience Level	
X		5 years	Payroll processing and human resources	
	X	8 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

Req	Pref	Functional Skills
X		Demonstrated leadership, management, and/or supervisory experience in a research, or higher education environment.
X		Working knowledge of Word, Excel, PowerPoint, and other relevant software, and the ability to learn new programs for core business functions as necessary.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated written, oral, presentation and interpersonal communication skills for training individuals and groups.
	X	Experience with Workday and KRONOS payroll systems.
	X	Demonstrated project management experience.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Payroll Professional (CPP) certification.
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains the accuracy, timeliness, and compliance of daily employee data and payroll services, in accordance with federal, state, and local regulations. Ensures timely payroll delivery and the integrity of all staff-entered data. Prepares monthly, quarterly, and annual reports, and provides analyses.				
Identifies challenges and recommends solutions regarding payroll processing, data auditing, and integrity policies and procedures. Partners with subject matter experts to gather, assess and track project deliverables.				
Oversees business system requirements for human resources support systems, developing new processes and streamlining data in coordination with Information Technology Services (ITS) and HR business partners.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/
Campus Security Authority (CSA)			Essential:
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.