

## **SENIOR PAY AND BENEFITS SPECIALIST**

### **DEFINITION**

Under general supervision, provides lead direction and work review to assigned staff, and/or performs and coordinates complex and specialized pay and benefits services for the judicial branch; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Senior Pay and Benefits Specialist* is the lead and/or specialist level class in the Pay and Benefits Specialist series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who deal with the most technical, complex, and/or sensitive projects related to providing payroll and benefits services. This class is distinguished from Supervising Pay and Benefits Specialist in that the latter is responsible for supervising assigned staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Working directly with management, conducts and follows through on a variety of special projects which may involve conducting research and analysis, summarizing information, and preparing statistical and narrative reports.
- Serves as a technical resource to the Pay and Benefits Specialists by providing expertise in resolving the most complex and sensitive payroll and benefits issues.
- Researches and develops cost data for changes or proposed enhancements to branch-wide benefit programs; coordinates the processing of branch-wide pay and benefits program changes.
- Coordinates benefits workshops and seminars for branch employees presented by plan representatives or program providers.
- Prepares standard reports and specialized ad hoc queries using payroll and human resources information system (HRIS) benefit databases.
- Maintains the HRIS position control database; serves as a liaison on position control issues with the Judicial Council's Finance Division, and coordinates position control issues with third-party administrators.
- Advises division, court, and other liaisons and employees on issues related to pay and benefits administration.

- Reviews and updates with changes, where appropriate, annual contracts for payroll and benefits-related support.
- Maintains contact with various control agency staff and benefit providers.
- Prepares a variety of memos and correspondence, often of a complex nature, concerning payroll issues and modifications to benefit plans for branch-wide distribution.
- Provides back up for the Pay and Benefits Specialists as needed.
- Acts as Supervising Pay and Benefits Specialist in the supervisor's absence.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.
- **Must be available to travel in the most expeditious manner available statewide or nationwide as required.**

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic supervisory principles and practices.
- Principles, practices, and practical application of human resources laws, rules, regulations, and policies relating to payroll and benefits administration.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets and specialized databases.
- Conflict resolution techniques.
- Correct business English.
- Organizational policies and procedures.
- Principles and techniques of preparing a variety of effective written materials.
- Basic principles of organizing and summarizing data and information.
- Principles and techniques of coordinating and managing projects.

#### **Ability to:**

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Interpret, explain, and apply payroll and benefits administration laws, rules, regulations, and policies.
- Research, compile, analyze and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and judgment within established guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively in English, orally and in writing.
- Use tact and discretion to establish and maintain effective working relationships with those contacted in the course of the work.

#### **Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to an associate degree, preferably with major course work in personnel, public, or business administration, and four years of experience organizing and performing human resources payroll and benefits administration work, including one year of lead experience for positions with lead responsibility.

*OR*

One year as a Pay and Benefits Specialist II with the judicial branch.

Additional directly related experience may be substituted for the education on a year-for-year basis. Additional directly related college-level education may be substituted for the experience on a year-for-year basis.