

SUPERVISING PAY AND BENEFITS SPECIALIST

DEFINITION

Under direction, provides day-to-day supervision of assigned staff, and performs specialized work in providing pay and benefits services for the judicial branch; performs related work as assigned.

CLASS CHARACTERISTICS

Supervising Pay and Benefits Specialist is the supervising level in the Pay and Benefits Specialist series. Incumbents are 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. Incumbents also perform complex and specialized work in providing pay and benefits services.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- 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.
- Teams with HR management and analytical staff in the development and implementation strategy of branch-wide pay and benefits projects and program changes.
- 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.
- Ensures maintenance of the HRIS position control database.
- Advises division, court, and other liaisons and employees on issues related to pay and benefits administration.
- Coordinates the review and updating of 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.
- Serves as an HR management team member; participates in management meetings.

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:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles, practices, and practical application of basic 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, spread sheets 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, organize, supervise, review, and evaluate the work of others.
- 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 supervisory experience.

OR

One year as a Senior Pay and Benefits Specialist or two years 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.