PAYROLL AND BENEFITS SUPERVISOR

I. DEFINITION

PAYROLL AND BENEFITS SUPERVISOR

All positions in this title definition supervise support staff and also perform the following activities within an employing unit (i.e., satellite payroll office) for a majority of time: provide training for staff and payroll timekeepers; establish efficient operating procedures and policies to assure the accurate and timely preparation of payroll, reports and other documents; ensure efficient utilization of resources; function as the employing unit-wide expert in matters related to payroll and benefits provided under the civil service law, collective bargaining agreements, Employee Trust Funds laws, Worker’s Compensation laws, Unemployment Compensation laws, etc.; provide advice and consultation to employees related to payroll and benefits; coordinate activities with the agency or campus central payroll and benefits office.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

Nonsupervisory positions which spend the majority of the time performing Payroll and Benefits Specialist, Payroll and Benefits Specialists Confidential, Payroll and Benefits Assistant, Payroll and Benefit Systems Coordinator, or University Benefit Specialist duties, and are more appropriately classified in one of those titles.