

Job Description

Position Title: Manager, Employee Processing

Job Family: Human Resources

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Manager, Employee Processing leads, directs, oversees, and manages a collaborative team responsible for the administration of employment processing operations in support of the College's complex, multi-campus, and multi-state biweekly payroll; manages efforts to ensure the operational efficiency and data integrity of information systems related to employment processing and electronic personnel records

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, directs, and oversees the processing of employment actions in support of the College's complex, bi-weekly, multi-campus, and multi-state payroll. Coordinates operations between external constituents and the payroll and employee benefits teams to ensure the accurate and on-time compensation of College employees.
2. Monitors, develops, and implements improvements in business practices, information systems, and operational procedures to ensure proper control, compliance, and efficiency of the College's human resources information systems and employee processing functions.
3. Serves as the district wide liaison on employment processing standards, practices and procedures. Develops and deploys training programs and ensures that process and procedure resources and documents are accurate, accessible, and effective.
4. Manages information systems, processes and procedures in alignment with College policy, industry best practices, regulations, and statutory requirements. Researches, monitors, and evaluates future and pending changes and determines impact to College policies and processes.
5. Coordinates activities and communicates with other departments on a wide variety of issues. Coordinates year-end and year-start processes with multiple areas across the College.
6. Serves as a lead and liaison for projects and manages district-wide initiatives. Represents the department, it's priorities and interests on district-wide committees.
7. Develops and delivers analysis, recommendations and reporting to leadership and stakeholders including internal and external auditors. Implements changes leading to best-practice operations.
8. Provides leadership for the employee processing team including supervising, training and motivating staff, and prioritizing, assigning. and monitoring work. Makes hiring, termination, and disciplinary recommendations.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of human resources principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in people leadership and supervision
8. Skill in organization, coordination and management
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Administration, Human Resources, Organizational Development or related field.
- Master's degree in Administration, Human Resources, Organizational Development of study preferred.
- Three (3) to five (5) years of related experience with payroll management.
- Five (5) to eight (8) years of related experience with payroll management preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check