

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Payroll Manager

*BOT Date:* June 22, 1998

*Level:* F *FLSA Status:* Exempt

*Class Code:* E0628

*Adm. Rev:*

### GENERAL DESCRIPTION

Supervises and coordinates the payroll function for the College to include payroll unit personnel.

### KEY RESPONSIBILITIES

### % OF TIME

- |      | KEY RESPONSIBILITIES   | % OF TIME |
|------|--|-----------|
| 1. * | Supervises payroll unit personnel  | 30%       |
| 2.*  | Coordinates the payroll function and maintains control of payroll budgetary codes.                       | 30%       |
| 3.   | Reviews earnings registers for correctness, and prepares correspondence and requests.                    | 25%       |
| 4.   | Supervises the preparation of retirement and unemployment reports; prepares special reports as required. | 10%       |
| 5.   | Supervises the preparation of W-2 forms.   | 5%        |
| 6.   | Performs other similar and related duties as assigned.   |           |

\* Indicates an "essential" job function.

<b>Class Title:</b> Payroll Manager	<b>Class Code:</b> E0628	<b>Level:</b> F
<b>KEY JOB REQUIREMENTS</b>		
<b>Formal Education:</b>	Bachelor's Degree required.	
<b>Work Experience:</b>	3 to 5 years.	
<b>Planning Scope:</b>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<b>Planning Level:</b>	The primary scope of planning activities in this position affects the campus.	
<b>Impact on Budgets:</b>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<b>Impact on Grant Funds:</b>	No impact on grant funds.	
<b>Impact on Revenue Generating:</b>	No impact on revenues.	
<b>Impact of Decisions:</b>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<b>Complexity:</b>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<b>Decision Making:</b>	Analytic: Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<b>Problem Solving:</b>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<b>Internal Contacts:</b>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<b>External Contacts:</b>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<b>Level of Supervisory Responsibility:</b>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<b>Nature of Work Supervised:</b>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<b>Job-Related Knowledge:</b>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<b>Innovation/Creativity:</b>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<b>Working Conditions/Physical Effort:</b>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	