Superior Court of California
County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

PERSONNEL / PAYROLL REPRESENTATIVE

(Class Code 476C)

The Superior Court of California, County of San Francisco (the Court), invites applications from qualified individuals interested in performing a variety of difficult, complex, technical and administrative tasks requiring specialized knowledge in the application of human resources policies and procedures for the Court's Human Resources Department. Duties include: prepares, processes, and ensures the accuracy of data for the Court payroll; prepares and processes personnel transactions; assists the Chief Human Resources Officer with information gathering; provides a variety of information on Court Personnel policies and procedures to the public and Court staff; and performs other job-related duties as required.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: **4:00 PM, February 22, 2023**

COMPENSATION: $3,201.41 to $3,890.93 biweekly ($83,237 to $101,164 annually)*

*Current applicable labor contract provides an additional 4% increase in base salary effective 7/01/23.

The Court offers a generous benefits package including a variety of health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave and holiday pay.

POSITION OVERVIEW

Examples of Duties:

- Performs a variety of difficult, complex, technical and administrative tasks requiring specialized knowledge in the application of human resources policies and procedures.

- Develops, prepares, and processes payroll data and documents.
- Prepares and processes a wide variety of personnel transactions data and documents.
- Maintains personnel files.
- Gathers, organizes, reviews, and maintains data for special projects as directed by the Chief Human Resources Director.
- Develops, organizes, and distributes documents for personnel procedures.
- Provides a variety of information on personnel processes, policies, and procedures for the public and Court staff.
- May assist with the administration of employee benefits and workers' compensation functions.
- Operates a personal computer and uses a variety of software to develop and maintain personnel information and generate reports.
- Prepares correspondence.
- Performs other job-related duties as required.

Work is performed in an office environment; continuous contact with other staff and the public.

Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

REQUIRED QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of experience performing a variety of administrative, office, and general support work, including experience in a position working with a human resources program and personnel administrative functions.

Experience in payroll and personnel/payroll systems is highly desirable.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, procedures, and functions of the Court Human Resources Program.
- Laws, rules, regulations, and processing requirements for Court payroll and personnel transactions.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office and administrative support work, including the maintenance of personnel records.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Principles of work coordination and planning.

Ability to:

- Perform a variety of difficult, complex, technical and administrative tasks requiring specialized knowledge in the application of human resources policies and procedures with minimal guidance and supervision.
- Develop, prepare, and process payroll documentation accurately and in a timely manner.
- Develop, prepare, and process personnel transaction documentation accurately and in a timely manner.
- Read, interpret, and apply a wide variety of very complex and changing policies, procedures, regulations, labor contracts, and salary and benefits ordinances.
- Follow oral and written directions.
- Use word processing software at an acceptable speed to meet production requirements.
- Gather and organize data and information.
- Maintain and update records and reports.
- Operate a computer and use specialized software in the performance of assigned work.
- Operate and use office equipment.
- Deal tactfully and courteously with the public and other staff when explaining the functions, policies and procedures of the Court Human Resources Program.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding this position. Interested applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at *http://sfsuperiorcourt.org/general-info/hr.*
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and is qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.

The preparation of the application, including the resume and statement of qualifications, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed, or resubmitted. **All applications must be submitted online by the final filing date and time indicated in this job announcement.**

Applicants will be required to respond to the 4 items listed below when completing the online application. Responses to each item are limited to 4,000 characters, approximately the equivalent of what would fit on one 8 ½ x 11 page—even though the system allows space for a longer response. Applicants are encouraged to draft responses to the 4 items within the character limit prior to beginning the online application process.

1. How many years of work experience do you have in performing Human Resources duties? Please specify the area(s) of Human Resources in which you have experience.

2. What spreadsheet programs have you used (e.g., Excel) and what is your level of expertise (i.e., beginning, intermediate, advanced)? How have you used the program in your work experience?

3. What word processing software have you used and what is your level of expertise (i.e., beginning, intermediate, advanced)?

4. What personnel/payroll systems have you worked with (if applicable). How did you use the personnel/payroll system in performing your work duties?

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Skills Exercise & Oral Interview:

Selected applicants may be required to participate in a skills exercise related to job factors. Based on the results of the skills exercise, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job-related areas. If the skills exercise and interviews are scheduled, it is anticipated that they will be conducted in March 2023.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section of the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

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For questions on the above information, contact the Human Resources Office of the Superior Court of California, County of San Francisco, (415) 551-0381.

This announcement and the online application are available at http://sfsuperiorcourt.org/general-info/hr.