



Superior Court of California

County of San Francisco

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

EMPLOYMENT OPPORTUNITY

PRINCIPAL PERSONNEL/ PAYROLL REPRESENTATIVE

(Class Code 479C)

The Superior Court of California, County of San Francisco, invites applications from qualified individuals interested in serving as the lead employee over other Personnel/Payroll Representatives, and as the subject matter expert and primary point of contact when needed by other agencies involved in the generation of the Court's payroll and related personnel transactions. In addition, the incumbent performs advanced, specialized payroll, personnel transactions and support functions for the Human Resources Program of the Court; 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: 4:00PM, April 16, 2024

COMPENSATION: \$3,583.17 to \$4,355.88 biweekly (\$93,162 to \$113,253 annually)

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, floating holidays, and holiday pay.

POSITION OVERVIEW

Examples of Duties:

In a lead capacity over other Personnel/Payroll Representatives, the incumbent:

- Performs a variety of complex and specialized tasks and assignments to generate and validate the Court's payroll data and documents.
- Prepares and processes a wide variety of personnel transactions data and documents.
- Oversees the maintenance of personnel files and responses to subpoenas regarding the information contained.

- Files, gathers, organizes, reviews, and maintains data for special projects/reports as directed by the Chief Human Resources Officer.
- Uses a variety of software to develop and maintain personnel information and generate reports and correspondence (e.g., Government Compensation Report required by State Controller's Office, CAL OSHA data, Biweekly Payroll Closing Report, etc.)
- 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.
- Oversees, leads, and trains staff on personnel and payroll processes.
- Reviews and approves payroll adjustments.
- Processes and oversees Court-wide wage adjustments.
- Works with SF Employee Portal functional and support teams.
- May assist with the administration of employee benefits and workers' compensation functions.
- Performs other job-related duties as required.

Work is performed in an office environment with continuous contact with judicial officers, Court 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 continual use of a computer.

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 previous experience in performing personnel and payroll transactions in a governmental setting, preferably using systems used by the San Francisco Superior Court (e.g., SF People and Pay, SF Report & Analytics, Manager Links, etc.).

Experience in performing lead responsibilities over others is greatly preferred.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Detailed knowledge of rules, policies, and procedures related to the Court's payroll and personnel transactions functions.
- Processing and managing judges' information.
- Leadership and team building techniques.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Current computer software used in payroll and personnel functions, and for 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:

- Deal tactfully and courteously with judicial officers, the public, other staff, and other governmental and non-governmental entities when explaining the functions and policies of the Court payroll and personnel program.
- Effectively represent the San Francisco Superior Court to outside agencies and vendors on payroll-related and personnel processing-related matters.
- Maintain confidential information when required by legal or ethical standards.
- Build an effective team of those assigned for personnel and payroll tasks and responsibilities.
- Establish and maintain cooperative working relationships.
- Explain detailed and technical information to individuals with limited knowledge or understanding of payroll and/or human resources processes.
- Ensure the accuracy and timeliness of required personnel and payroll transactions and activities.
- Process large amounts of data with great detail and accuracy.
- Perform a variety of complex and specialized administrative, office, and general support work for the Court Human Resources Program with minimal guidance and supervision.
- Prepare and process payroll and personnel 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 documentation.
- Follow oral and written directions.
- Train others in payroll and personnel transactions and procedures.
- 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.
- Communicate clearly and effectively orally and in writing.

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 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.**

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.

Oral Interview:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job-related areas. If interviews are scheduled, it is anticipated that they will be held in April/May 2024.

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 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.

*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
<https://sf.courts.ca.gov/general-information/human-resourcesemployment>*