

JOB DESCRIPTION

Benchmark Job #294

Ministry: Attorney General
Branch: Management Services
Location: Victoria

Working Title:
Level:
Classification:

Supervisor, Payroll Services
Range 21
Financial Officer

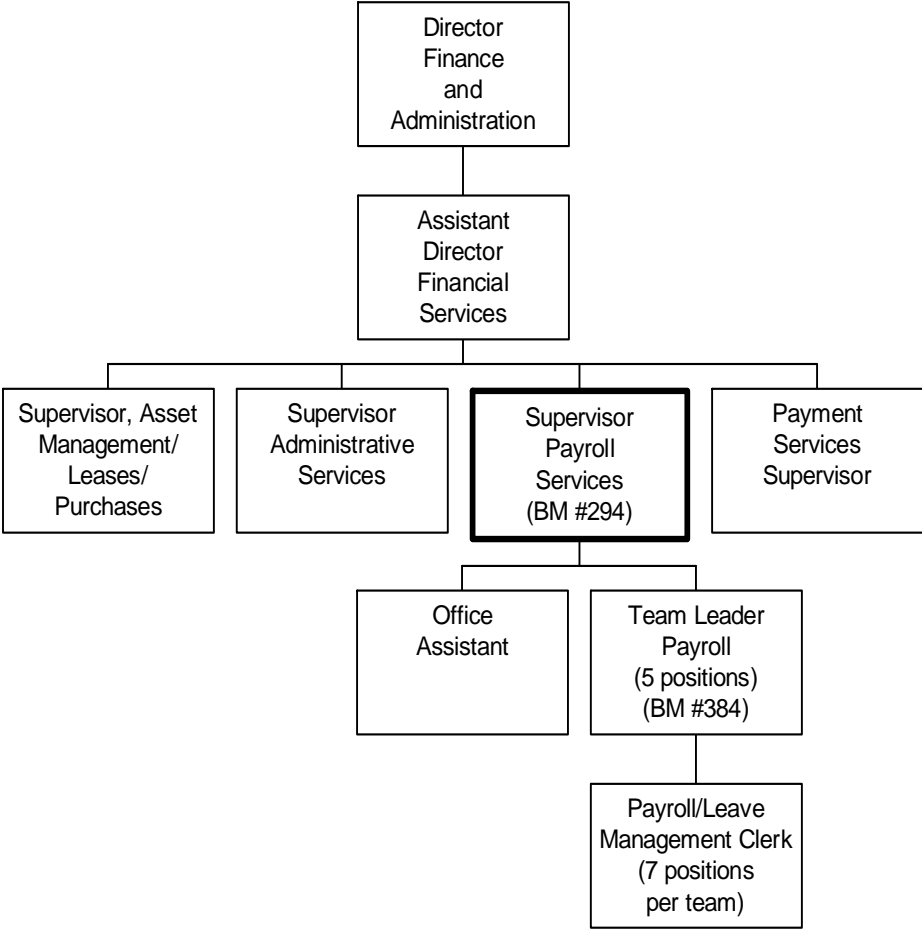
PRIMARY FUNCTION

To supervise the administration of payroll, benefits and leave services under relevant master collective agreements, association agreements and entitlements and Terms and Conditions of Excluded Employees.

JOB DUTIES AND TASKS

1. Administers payroll, benefits and leave services under three Master Agreements, (BCGEU, BCPEA and Nurses), three Component Agreements (Corrections, Administration, Social Education and Health), the Crown Counsel Association Agreement, the Legal Services' Association Agreement, entitlements for Provincial Judiciary and the Terms and Conditions of Excluded Employees
 - a. coordinates calendar and fiscal year end adjustments and reconciliations
 - b. coordinates the reconciliation of supporting documentation to payroll reports
 - c. ensures the maintenance of payroll data and tables
 - d. ensures staff generate and distribute reports required by Ministry managers
 - e. identifies opportunities for systems such as workflow or report generating systems
 - f. identifies procedures improvements and develops operational policies and procedures
 - g. provides guidance on the development and maintenance of ministry payroll information systems and participates in on-going computer system enhancements to improve efficiency of the CHIPS system
2. Anticipates, analyzes and responds to initiatives and projects that affect the provision of payroll, leave and benefits services such as work stoppage, general salary adjustments and new collective agreement provisions
 - a. responds to initiatives and projects by developing procedures for completing required actions, based on accepted and historical practice, and assigning staff to perform duties
 - b. provides direction to staff throughout the initiative or project
 - c. monitors the operation of payroll systems and procedures to ensure accurate and timely disbursement of payroll, benefits and leave services
 - d. follows up to ensure solutions were timely and accurate and achieved clients' satisfaction
3. Supervises office staff (35 FTEs)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and takes disciplinary action
 - e. responds to sensitive or unusual payroll, benefits or leave problems referred by staff
 - f. functions as the employer representative in handling Step 2 grievances
4. Performs other related duties
 - a. develops and conducts payroll and leave training programs for Ministry staff
 - b. provides direction and advice to field staff to resolve payroll, leave and benefits problems
 - c. represents the Ministry on pay and leave related committees (i.e. Corporate Human Resource Information and Payroll System - CHIPS)

ORGANIZATION CHART
Benchmark Job #294



REASON FOR CLASSIFICATION

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Job Title: Supervisor, Payroll Services

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of payroll and leave management to analyze the ministry's payroll, leave and benefits services and develop and apply operational policies, negotiated collective agreements, entitlements and Terms and Conditions of Excluded Employees and federal requirements.</p>	G	250
2	<p>MENTAL DEMANDS Judgement required to modify ministry payroll methods and approaches in response to changing central agency policies to develop ministry payroll operating policies and procedures and supervise the administration of payroll, benefits and leave services.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to appraise and discuss employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use keyboard to draft operational policies and procedures with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies and guidelines, applies accepted work methods in a different way to develop procedures for completing required actions and to supervise the administration of payroll, benefits and leave services.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable responsibility to develop and recommend ministry payroll procedures and directives.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control payroll, benefits and leave processes that affect the quality of payroll data and information in the Corporate Human Resource Information and Payroll System (CHIPS).</p>	E	33

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8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise subordinate supervisors and staff and appraise employee performance (35 FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention required to calm angry or upset ministry staff referred by subordinates.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently focus visual attention on payroll, leave, and benefits documents to draft ministry-specific payroll operating policies and procedures.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on payroll, leave and benefits documents.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset or angry ministry staff regarding payroll matters.	B	4
13	HAZARDS Minimal exposure to hazards from regular keyboarding.	A	2

Total Points: 768

Level: Range 21