

JOB DESCRIPTION

Benchmark Job #384

Ministry: Attorney General
Branch: Management Services
Location: Victoria

Working Title: **Team Leader, Payroll**
Level: Range 13 (Paid Range 14 as per 13th Master.)
Classification: Clerk

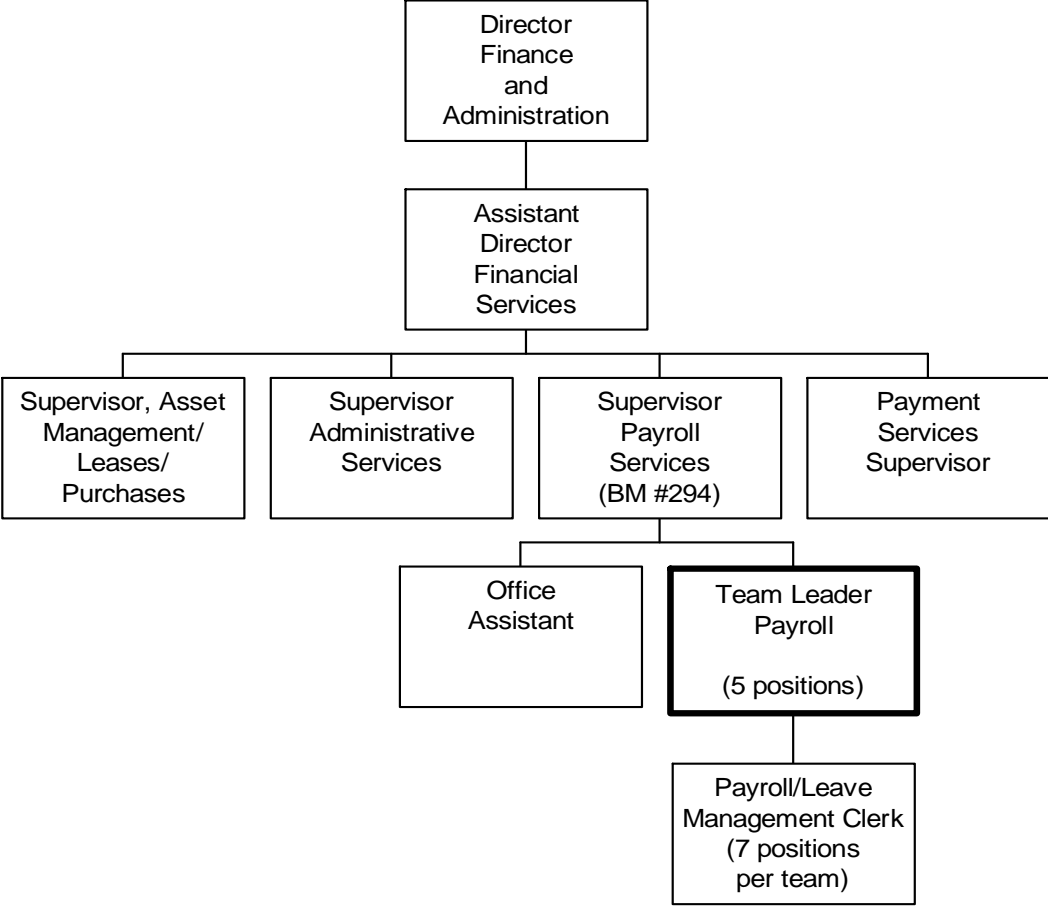
PRIMARY FUNCTION

To supervise a team of payroll staff engaged in processing 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. Supervises a payroll team (7 FTEs)
 - a. supervises staff, including participating in hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance and recommends disciplinary action, if required
 - e. approves vacation and overtime
2. Supervises the processing of payroll, benefits and leave transactions
 - a. provides advice to payroll staff located in the field on the processing of payroll, benefits and leave transactions, including explaining policies and procedures
 - b. co-ordinates the implementation and communication of new payroll procedures, including relevant changes to collective agreements by liaising with central agencies, benefit carriers and other payroll staff
 - c. resolves payroll, benefits, leave and systems problems escalated by subordinate staff or referred by payroll staff located in the field
 - d. processes payroll, leave and benefits transactions in sensitive cases
 - e. participates in the development of, and delivers, payroll, leave and benefits training
3. Reconciles year end payroll accounting transactions
 - a. resolves discrepancies between ministry and central agency payroll accounts and prepares and approves balancing journal vouchers
 - b. ensures fiscal year end accounting requirements are met
 - c. reconciles WCB payments and recoveries
 - d. corresponds with ministry staff, ICBC and other agencies to pursue overpayments that have not successfully been recovered and discusses subrogation rights and clauses
4. Performs other related duties
 - a. recommends changes to payroll, benefits and leave procedures
 - b. represents the ministry on pay and leave-related committees
 - c. compiles payroll, leave and benefits transaction statistics

ORGANIZATION CHART
Benchmark Job #384



REASON FOR CLASSIFICATION

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Job Title: Team Leader, Payroll

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of payroll, leave and benefits operations to recommend changes to procedures, reconcile year end payroll accounting transactions and provide solutions to issues referred by subordinate and field staff.</p>	E	145
2	<p>MENTAL DEMANDS Assess payroll, leave and benefits requirements and choose an approach using a combination of accepted procedures to provide direction to staff who process payroll, leave and benefits transactions, recommend improved procedures, resolve payroll accounting discrepancies and provide solutions to issues referred by subordinate and field staff.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems with staff and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a computer and calculator to process payroll calculations, input data and produce statistical reports with some speed to meet payroll deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative courses of action to supervise work processes, resolve issues referred from subordinate and field staff and recommend changes to procedures.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to authorize payroll transactions as a result of reviewing the work of others for adherence to financial requirements.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the quality of data input into the Corporate Human Resource Information and Payroll System (CHIPS).</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff including appraising employee performance and recommending disciplinary action (7 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for the safe work practices of staff in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance payroll calculations and adjustments to meet payroll deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and printed payroll, leave and benefits documentation.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding	B	4

Total Points: 491.5

Level: Range 13

Paid Range 14 as per 13th Master.