POSITION DESCRIPTION
HRIS/Payroll Supervisor

Duluth Public Schools ISD 709

SECTION I: GENERAL INFORMATION

Position Title: HRIS/Payroll Supervisor	**Department:** Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	**FLSA Status** Non-Exempt
Pay Grade Assignment:	**Bargaining Unit:** Executive Employees Association

Accountable For (job titles): Payroll Clericals, Payroll Specialist

General Summary of Purpose Of Job:
Under minimal supervision, the HRIS/Payroll Systems Supervisor is a pivotal leadership position responsible for the functional design, configuration, and strategic oversight of the District's Human Resources Information System (HRIS) and Payroll operations. This role performs complex data analysis, leads the development and implementation of systems procedures, and provides technical leadership to the HR and Payroll staff, including direct supervision of the Payroll employees. The supervisor is responsible for ensuring data integrity, accurate system processing, compliance with federal/state reporting requirements, and optimizing the use of technology to enhance efficiency across the department and the District.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Supervises and manages the Payroll and HRIS staff, including the Lead Payroll Specialist, setting performance goals, assigning and reviewing work, and providing coaching, training, and development to ensure timely and accurate execution of all department functions.
2.	Acts as the subject matter expert and system administrator for the District's HRIS platform overseeing core system functionality, conducting regular system and process audits to ensure data integrity, and collaborating on system updates and upgrades.
3.	Serves as the primary contact between HR, Payroll, and District IT staff, focusing on functional system integrity and ensuring correct system processing. Collaborates with IT to manage technical integrations, implement system patches, and ensure the reliability of the system infrastructure.
4.	Provides functional oversight for the end-to-end processing of all scheduled and unscheduled payrolls, managing the accurate calculation of all compensation types (wages, overtime, stipends, etc.), tax withholdings, deductions (union dues, benefits, garnishments), and retirement contributions (PERA, TRA) in strict adherence to federal, state, and bargaining unit contracts.
5.	Collaborates closely with HR Specialists and the Benefits and Engagement Coordinator to validate high-impact employee data changes, including new hire onboarding, benefit deductions, leave accruals, and status changes, ensuring maximum data integrity within the HRIS.
6.	**Serves as the primary advisor** to all payroll staff by interpreting complex clauses within bargaining unit agreements and state/federal regulations, and translating them into documented standardized operating procedures (SOPs) and internal controls for accurate payroll execution.

7.	**Develops and delivers advanced functional training** to all HRIS/Payroll system users (payroll staff, HR specialists, benefits coordinator, and site clerical staff) on system best practices, compliance updates, and efficient data input methods to maximize departmental efficiency.
8.	Leads the preparation and complex reconciliation of quarterly and annual tax reports (e.g., W-2s, 941s), works with finance and accounting to reconcile the payroll sub-ledgers with the general ledger, and supports internal and external audits (including benefits and workers' compensation).
9.	Oversees and audits the maintenance of all employee data (new hires, terminations, status changes) and actively maintains and verifies Position Control records to align staffing requisitions with organizational budgets and approvals.
10.	Creates, analyzes, and prepares advanced query reports for internal management, external agencies, and government submission, utilizing HRIS tools for data verification, decision support, and compliance documentation.
11.	Serves as the first point of escalation for complex employee inquiries regarding pay, HRIS access, and corrections, ensuring high levels of customer service and clear communication across the District.
12.	Performs other duties as assigned, including stepping in to assist with escalated system or payroll crises.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	**High school diploma or GED.**
	Degree Required:
X	**Required Work Experience in Addition to Formal Education/Training:** Minimum five (5) years of demonstrated experience in advanced database management, HRIS administration, and/or payroll leadership, with at least two (2) years of HRIS experience.
X	**Required Supervisory Experience:** Minimum of one (1) year of supervisory experience (or demonstrated leadership experience over technical staff or functions).

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
• Bachelor's degree in Management Information Systems, Human Resources, Finance, or a related field.
• Experience in position control in a public sector or school district setting.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge   • Expert knowledge of HRIS/Payroll relational database structures, reporting tools, and data integration principles.   • Comprehensive knowledge of federal and state payroll and employment regulations.   • In-depth understanding of the payroll lifecycle, accounting principles related to payroll, and internal control best practices.   • Proficiency with AS/400 and modern PC applications, including advanced spreadsheet/database management.   • Expertise in analyzing and translating complex union/bargaining unit contract language and government mandates

into system configuration and payroll rules.
- Working knowledge of project management methodologies and change management principles for successful system upgrades and process rollout.

Skills
- Exceptional analytical and problem-solving skills to diagnose and resolve complex system and data integrity issues.
- Demonstrated leadership and supervisory skills to manage technical functions and mentor staff effectively.
- Strong verbal and written communication skills for training, documentation, and technical/non-technical audience presentations.
- Proven ability to manage project timelines for system updates, implementations, and process streamlining.
- Superior skills in developing and maintaining robust internal control procedures and documentation for audit readiness and data governance.

Abilities
- Independently manage and administer core HR/Payroll information systems and associated hardware/software.
- Serve as a technical authority and strategic partner to HR and Finance leadership.
- Uphold the highest level of confidentiality, ethical standards, and discretion with sensitive system and employee data.
- Work effectively as a self-starter with minimal supervision, demonstrating initiative and strategic foresight.
- Establish and maintain effective working relationships with the public, staff, and external technical consultants

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to

lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____   _____

        Signature – Human Resources   **Date**

Job Classification History:
Prepared by TS 9/2025
Board Approval:
Reviewed/updated:
Reviewed/updated: