Information Sheet - 04-09-2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.1

FR: Emily Stroup

DATE: April 9, 2024

RE: Proposed New Job Description and Salary Schedule Placement - Payroll/Benefits Specialist, Classified Management/Confidential Salary Schedule Range 350

The District is proposing the addition of the following Classified Confidential position and Salary Schedule Placement:

Payroll/Benefits Specialist

Recommendation:

Approval of the Proposed New Job Description and Salary Schedule Placement - Payroll/Benefits Specialist, Classified Management/Confidential Salary Schedule Range 350

JOB DESCRIPTION

POSITION: Payroll/Benefits Specialist
SALARY PLACEMENT: Classified Confidential

SUMMARY OF POSITION:
Under the direction of the Chief Business Officer (CBO), performs payroll/benefits control and related functions, and other accounting functions as assigned.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
High School diploma or equivalent.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:
AA in accounting is helpful. Prior experience in school district budgets, including categoricals, preferred.

MINIMUM EXPERIENCE:
At least two years of increasingly responsible payroll/accounting experience.

SKILLS AND ABILITIES:
1. Possesses knowledge of state laws and regulations and District policies pertaining to payroll and benefit procedures and requirements.
2. Possesses knowledge of current methods of statistical record keeping as applied to payroll and benefit records.
3. Possesses the ability to perform payroll-related duties requiring independent judgment and initiative under the stress of strict deadlines.
4. Performs complex computations rapidly and accurately.
5. Possesses knowledge of office methods, practices, procedures, and equipment.
6. Utilizes proper English grammar, punctuation, spelling, and speaking skills.
7. Identifies and defines problems, collects data, establishes facts, and draws valid conclusions.
8. Communicates effectively orally and in writing.
9. Works with District and County personnel, and the general public in a pleasant and cooperative manner.
10. Possesses competence in basic computer skills, including the use of spreadsheets and standard office software applications.
11. Possesses knowledge of District policies, rules, and regulations.
12. Understands and follows complex oral and written instructions and completes assignments in an independent manner.
13. Maintains professional confidentiality and works collaboratively with peers.
14. Analyzes situations and takes appropriate action regarding routine/emergency procedural matters without immediate supervision.
15. Plans, organizes, and coordinates assigned tasks so as to meet established timelines.

ESSENTIAL FUNCTIONS:
1. Processes and reconciles accurate regular and supplemental payrolls by utilizing

State Accounting Code System (SACS) criteria, mandated federal and state tax and benefit codes, and District policies and negotiated agreements.

2. Reconciles benefit enrollment forms and billings to employee records to ensure accurate coverage of employees and payment to providers, and comply with contract provisions.
3. Possesses a working knowledge of STRS and PERS retirement systems.
4. Compiles and maintains accurate and organized employee payroll/benefit files.
5. Compiles and maintains appropriate payroll reports in accordance with accepted accounting procedures, including retirement and unemployment reports.
6. Reconciles payment of federal and state taxes, social security, and any other payroll-related deductions.
7. Responds appropriately and in a timely manner to questions related to payroll and benefits computations, forms, and reports.
8. Prepares accurate and legally correct financial reports including state, federal, District, and reports requested by other agencies.
9. Processes and reconciles payroll and benefit eligibility reports and payments.
10. Gathers, compiles, sorts, files, copies and distributes necessary payroll materials.
11. Assists active employees, retired employees, and Board Members with insurance and retirement issues.
12. Answers telephones in a pleasant and courteous manner.
13. Operates a variety of standard office equipment including typewriter, keyboard, computer workstation, printer, copier, and calculator.
14. Prepares a variety of documents and materials including statistical reports, forms, and rosters.
15. Maintains proficiency to meet District standards on current office equipment and computer software programs.
16. Maintains various site inventories of materials, equipment, and supplies.
17. Cross train and backup for other Business Service Functions as needed.
18. Know the personnel system as a coordinated program with payroll; ensure accuracy between two systems by ongoing monitoring.
19. Collaborate with Human Resources to ensure accurate position control.
20. Maintains timely, regular, and consistent attendance at work.
21. Other duties as assigned

DIRECTLY REPORTS TO:
Chief Business Officer (CBO)

PHYSICAL ENVIRONMENT:
Must be able to stand, walk, sit and lift up to 25 lbs., bend, twist, reach and stretch, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, able to operate office machines and equipment, demonstrate manual dexterity necessary to operate calculator, typewriter, and computer keyboard, clear vision and hearing.

WORK ENVIRONMENT:
Employees in this position will be required to work in a District office environment; subject to many demands on time and constant interruptions. Employees may come in contact with school district staff, outside agencies, and the public.

CREATED: April 2024
BOARD APPROVED: TBD

2022-2023 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

CLASSIFIED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	CBO	252	$140,174	$144,384	$148,709	$153,172	$157,773
20	Director Maintenance, Operations & Transportation	261	$75,063	$78,751	$82,746	$86,883	$91,223
25	Information Technology Coordinator	251	$71,433	$75,054	$78,788	$82,741	$86,849
30	Director Food Services	220	$58,432	$60,241	$63,275	$66,410	$69,748
35	Director of Information Technology	251	$84,872	$89,115	$93,036	$97,688	$102,572
40	Educational Behavior Analyst	187	$92,690	$95,473	$98,337	$101,286	$104,423

CONFIDENTIAL							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
310	Administrative Assistant II	251	$32.37	$33.87	$35.48	$37.13	$38.89
320	Administrative Assistant I	251	$27.23	$28.60	$30.03	$31.54	$33.11
325	Human Resources Specialist	251	$27.92	$29.32	$30.78	$32.33	$33.94
330	School Information Systems Specialist	251	$28.52	$29.95	$31.46	$33.03	$34.69
340	Business Services Specialist	251	$25.68	$26.97	$28.33	$29.72	$31.21
350	Payroll/Benefits Specialist	251	~~24.46~~ $29.73	~~25.68~~ $31.22	~~26.97~~ $32.78	~~28.33~~ $34.42	~~29.73~~ $36.14
360	Administrative Assistant to the Principal	224	$22.60	$23.73	$24.91	$26.15	$27.46
370	Student Services Specialist	251	$32.37	$33.87	$35.48	$37.13	$38.89

LONGEVITY

3.5% at 15 years
2% at 19 years
2.5% at 20 years
1% at 22 years
2.5% at 25 years

FISCAL YEAR 2022-2023 - 10%

Board approved: TBD
Effective: TBD