

## II. JOB DESCRIPTION ACTIONS

### A. Administrative

#### Approve the following job description:

#### **NEW:**

##### **I-1.2.12 Supervisor of Federal Programs**

The Supervisor of Federal Programs is needed to establish and maintain effective fiscal control and fund accounting procedures over the Federal awards that provide reasonable assurance that the District is compliantly managing the Federal awards. The goals of for the position include implementing procedures to ensure appropriate fiscal management and managing internal controls reduce fraud, waste and abuse in the use of Federal funds. The Supervisor of Federal Programs will safeguard all assets and assure that they are used solely for authorized purposes.

#### **REVISED:**

##### **I-1.1.06 Chief Academic Officer**

There is a need to revise the title for the position of Assistant Superintendent for Instruction to Chief Academic Officer. This revision is necessary to align the District with current education industry standards. The Chief Academic Officer (CAO) is an administrative professional who ensures that academic priorities and policies are enacted as expected. The duties involve providing direction for educational staff and for monitoring the schools or programs to ensure that academic standards are met and that regulations are followed. The Chief Academic Officer assists in determining the curriculum that will be followed and what programs will be developed. The Chief Academic Officer is integrally involved in ensuring that everything needed is in place to create an optimal academic environment for the students and faculty.

##### **B-1.1.26 Coordinator of Internal Accounts**

There is a need to revise this job description due to the reduction in the roles and responsibilities of position. The position will continue the responsibilities of overseeing, monitoring and reporting of the Schools Internal Accounts. The formal annual audit of all schools will be conducted by the Independent Auditing Firm who is also responsible for the District Wide Operational, Financial and Single Audits per Florida Statue.

Job Locator: I-1.2.12  
Supervisor of Federal Programs  
Pay Grade: Supervisor II  
Evaluated by: Chief Academic Officer

### Job Description

Coordinates the work of state and federal grants for the Clay County School District. Assure that grant funds are allocated and managed to maximize student achievement. Provide technical support to district staff and schools in regard to best practices in the use of grant funds. Ensure that services are provided as required by the grant without gaps or overlap. Responsible to the Chief Academic Officer and serves in a staff relationship with the Chief of Elementary and Secondary Education, Directors, Supervisors and Coordinators.

### Responsibilities and duties of the position include:

1. Responsible for writing and submitting the state and federal grant applications.
2. Supervise the execution of the state and federal grants.
3. Provide technical assistance to all schools and departments within the district that receive funds or services from state and federal grants.
4. Guide school based administration in planning, budgeting and managing state and federal grant funds.
5. Responsible for all Florida Department of Education reporting in regard to state and federal grants.
6. Coordinate comprehensive planning and budgeting of district and school based state and federal grant funds.
7. Monitor purchasing, monthly expenditures, and compliance of state and federal grants.
8. Maintain knowledge of State and Federal Legislation and the impact of such legislation on state and federal grants.
9. Perform other duties as assigned by the Chief Academic Officer

### Required Qualifications:

- Master's Degree
- Five years administrative work experience
- Florida Department of Education certification in Administration

Pending School Board Approval: Effective 04/04/2019

**Job Locator: I-1.1.06**

**Assistant Superintendent for Instruction**  
**Chief Academic Officer**

**Position Grade: Assistant Superintendent**

**Evaluated By: Superintendent**

**Job Description**

The Assistant Superintendent for Instruction **Chief Academic Officer** is directly responsible to the Superintendent of Schools. This person serves in a ~~line-staff relationship with the Deputy Superintendent~~ and a staff relationship with the other assistant superintendents.

**Responsibilities and duties of this position include:**

1. Provide leadership to the **Chief of Elementary and Chief of Secondary pertaining to the** and direction in **of** curriculum and instruction.
2. Provide direction and coordination for comprehensive planning and budgeting for the instructional division.
3. Supervise and evaluate the directors within the Instructional Division.
4. **Directs the tiering of school-based support and the work of instructional coaches in providing targeted instructional support.**
5. **Provide leadership development to build capacity in school-based administrators and aspiring leaders.**
6. **Faciliates professional development oportunites to support the implementation of curriculum and instructional priorities.**
7. Provide overall supervision and coordination of all instructional programs; basic education PreK12; virtual education, Career & Technical education; exceptional student education; and adult/community education.
8. Provide overall supervision and coordination of instructional resources; student services; and staff development.
9. Facilitate communication and planning efforts among district-level instructional administrators and local school administrators.
10. Assist the Superintendent in the evaluation of principals.
11. Promote and facilitate positive public relations for the instructional programs.
12. Assume responsibility for the implementation and evaluation of new instructional programs.
13. Assume responsibility for the implementation and evaluation of state and federal mandates/statutes.
14. Perform other duties as the Superintendent or ~~Deputy Superintendent~~ may assign.

**Required Qualifications:**

1. Rank II Florida Teaching Certificate showing certification in supervision and/or administration.
2. Five (5) years of successful experience in administration or supervision.
3. Demonstrated record of instructional leadership.
4. Appropriate communications and human relations skills.

Effective: 04/10/86

Revised: 07/01/94

Revised 12/19/96 (Effective: 01/06/97)

Revised: 11/16/10

**Pending School Board Approval: Revised 4/4/19**

**Job Locator: B-1.1.26**  
**Coordinator of Internal Accounts**  
**Auditor**  
**Position Grade: Director-I**  
**Coordinator-1**  
**Evaluated By: Assistant**  
**Superintendent for Business Affairs**

**Job Description**

Provides administrative leadership for Internal Accounts in support of process accountability and safeguarding of internal funds by keeping the School Board in compliance with statutes and rules regarding school internal accounts and to assist school bookkeepers and principals with their financial responsibilities.

**Responsibilities and duties of this position include:**

1. Conduct audits of internal accounts at all schools and centers annually.
2. Oversees and **monitors** reviews the monthly and annual reconciliation of Internal Fund financial information for all schools and centers.
3. Develops and implements procedures manuals for accountability of internal funds and compliance with State and District rules, regulations and policies.
4. Provides guidance to schools on issues concerning policies, procedures and financial accountability.
5. **Monitors to ensure** Ensures compliance with Board Rules, Federal regulations, state regulations and good business practices relating to school funds.
6. Maintains and supports internal accounting software, develops and recommends modifications of existing systems to improve efficiency and effectiveness for all schools and centers.
7. Trains and assists bookkeepers in bookkeeping procedures and concepts relevant to Internal Funds.
8. Prepare school and center audit reports for submittal to the Superintendent and School Board.
9. Maintain a close working relationship with appropriate school personnel to ensure information exchange and coordination of efforts.
10. Conduct follow-up audits as directed by the Assistant Superintendent for Business Affairs to review compliance after deficiencies have been noted.
11. Communicate with principals, cost center supervisors and other employees regarding audit evaluations and recommendations.
12. Perform other duties as assigned by the Assistant Superintendent for Business Affairs.
13. Conduct and assist (including communicating with local law enforcement and state agencies) in investigations as to non-compliance with State and District rules, regulations and policies.
14. Prepare and submit Qualified Public Depository Reporting to state agency on an annual basis.

15. Consolidate 1099 tax information for all schools and centers on an annual basis.
16. Acts as the coordinator between school and center staff on required internal account audits by outside auditors.

**Required Qualifications:**

1. Bachelor's degree in Accounting or Business Administration, ~~Master's or CPA preferred.~~ **or a combination of education/training/experience which provides an equivalent background.**
2. Knowledge of the following; The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies: **as they relate to Internal Accounts.**
3. Minimum of five (5) years successful experience in ~~auditing.~~ **School Board internal accounts school bookkeeping.** ~~or equivalent governmental accounting experience.~~
4. Demonstrated evidence of strong organization, and leadership skills.
5. ~~4.~~ Demonstrated ability to communicate in oral and written communication and work with a diverse group of people.
6. ~~5.~~ Knowledge of current financial software, internal accounts software and other applicable software.
7. ~~Ability to move up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.~~
8. ~~Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.~~

**Desired Qualifications:**

1. Supervisory experience.
2. Experience in Clay County School Board internal accounts policies, procedures and software.

Board Approved: 02/10/2014

Revised: 5/7/15

Revised: 6/7/18

**Pending School Board Approval: 4/4/19**

**Effective: July 1, 2019**

## II. JOB DESCRIPTION ACTIONS

### B. Support

#### Approve the following job description:

#### NEW:

#### **C-3.8.14 Position Control/Allocation Specialist**

There is a need to add a new job description as a result of the roles and responsibilities associated with the implementation of the new ERP system and the changes impacting the revised job description for the Director of Internal Accounts. The main function of this position will allow for the implementation of the Position Control Module of Business Plus Software. Staff allocations district-wide will now be created within Position Control software to ensure all job assignments are correctly funded, tracked and accurately budgeted. This position will work closely with Division Superintendents, Budget and Human Resources to ensure fidelity of personnel management system.

Another key responsibility area will include working with the Assistant Superintendent of Human Resources and Assistant Superintendent of Business Affairs with salary modeling related to union negotiations.

#### **C-3.4.59 Lead Cafeteria Kitchen Equipment (CKE) Technician**

New job description that would address the specific needs of District school cafeteria kitchen equipment and systems. The CKE Lead Technician will supervise CKE Technicians focusing on preventative maintenance, repairs or replacements to ensure safe and efficient operation and compliance to current codes and standards. CKE Lead Technician will report to the Director of Maintenance. This position is a B32 on the Support Salary Schedule.

#### **C-3.4.60 Cafeteria Kitchen Equipment (CKE) Technician**

New job description that would work with the CKE Lead Technician to meet the specific needs of District school cafeteria kitchen equipment and systems. CKE Technicians will complete work as assigned by the CKE Lead to maintain safe and efficient operation of school cafeteria kitchens. This position is a B23 on the Support Salary Schedule.

**REVISED:**

**C-3.3.03**

**Insurance Assistant**

There is a need to revise this job description as a result of the changes to the roles and responsibilities since the last update in 2006. The processes within the department have advanced over the years to a more complex system which uses multiple data systems to ensure the accuracy of employees' health care options. This change requires advanced technical training in both the new ERP system, Web enrollment system and multiple vendor data systems. The department more frequently handles evolving expectations from the Federal Government related to HIPPA rules and specific federal regulations. The change in job description more accurately aligns with the responsibilities and expectations within the Business Affairs Insurance Department. The current position will move from B23 to B24 due to increased responsibility.

**C-3.3.05**

**Payroll Assistant**

There is a need to revise this job description as a result of the changes to the roles and responsibilities since the last update in 2006. The processes within the department have advanced over the years to a more complex system which uses a more highly technical data system to ensure the accuracy of overall processing of the district's payroll for over 5,000 employees. This change requires advanced technical training in the new ERP system that includes multiple intricacies that is involved in processing payroll. The change in job description more accurately aligns with the responsibilities and expectations within the Business Affairs Payroll Department. The current position will move from B23 to B24 due to increased responsibility.

Job Locator: C-3.8.14  
Position Control/Allocations Specialist  
Position Grade: Support Salary Schedule-Confidential  
Evaluated By: Assistant Superintendent of Business Affairs

**Job Description:**

Performs varied and complex administrative and financial, confidential activities in support of the Business Affairs Division and the services provided by Business Affairs.

**Responsibilities and duties of this position include:**

1. Prepares, organizes, schedules, and updates District staff allocation documents. Prepares and submits documents for Board approval, amends and distributes documents to appropriate personnel.
2. Assists with processing of public records requests as needed.
3. Assists with preparation of contract negotiation materials, including salary modeling to assess fiscal impact.
4. Maintains and updates budget, invoicing, and accounting records.
5. Attends meetings and other proceedings as needed and within normal work hours.
6. Analyzes, inputs, and manages data in system to ensure District staff allocations are properly reflected in number, cost center, and aligned correctly to funding source.
7. Monitors District-wide budgets to ensure fidelity with all project and grant funding sources.
8. Ensures fund utilization is in compliance with Federal guidelines, with accurate budget coding of salaries and expenditures.
9. Prepares and compiles financial information for various District financial reports or state reports.
10. Addresses salary funding sources to verify accuracy, and resolve and provide information as appropriate to Senior Staff.
11. Prepare financial impact reports to assess cost and sources of proposed allocation changes.
12. Works directly with the Division Assistant Superintendents to manage and accurately delineate all staffing positions and funding sources.
13. Tracks all employment status changes/additions for all District personnel, ensuring accurate budget distribution.
14. Monitor district-wide activities to ensure appropriate as approved by the Board and the State of Florida Financial and Program Cost Accounting and Reporting for School Districts "Red Book".

**Required Qualifications:**

1. Must be high school graduate or have passed the G.E.D. equivalency examination.
2. Requires a minimum of seven (7) years of budget experience, preferably within a school district setting.
3. Pass the secretarial/clerical skills test.
4. Possess a combination of previous education/ training and/or experience which provides for an equivalent background necessary to perform the work.
5. Must be self-directed and possess the ability to multi-task in a high-paced, deadline-driven environment.
6. Possess effective interpersonal skills with demonstrated ability to coordinate and collaborate with as well as provide direct support to Senior Staff.

Board Approved: 4/4/19



**Job Locator: C-3.4.59**

**Lead Cafeteria Kitchen Equipment (CKE) Technician**

**Position Grade: Support Salary Schedule**

**Evaluated By: Director of Maintenance or  
Assigned Administrator**

**Job Description:**

Supervises, manages and directs assigned personnel, providing verbal and written instructions; Organizes and assigns daily work priorities; Plans and coordinates the installation and maintenance of all District cafeteria kitchen equipment; Orders and maintains materials and tools; Demonstrates proficiency with power tools and trade practices associated with Cafeteria Kitchen Equipment (CKE); Reads and understands wiring and mechanical schematics, and theory of operation of assigned equipment. Complies with and supports all safety standards when using power tools and associated equipment; Ensures quality control, code compliance and follows set standards; Maintains familiarity with all facets of the commercial CKE trade; Coordinates with other District trades-people, senior staff, vendors and outside contractors when required; Cleans and maintains shop and associated equipment.

**Responsibilities and duties of this position include:**

1. Supervises CKE shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of CKE and related systems.
2. Services and refurbishes all types of CKE to include steam kettles, milk carts, hot/cold serving carts, pass through, coolers, ice machines, combi-ovens, refrigerators, freezers, coolers, garbage disposals, dishwashers and associated booster heaters and may assemble, install, or relocate CKE systems in District facilities as needed.
4. Maintains EPA Refrigerant Recovery Journal for the department.
5. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
6. Determines daily work priorities, schedules and assigns work accordingly.
7. Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
8. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages;
9. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
10. Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the CKE shop when needed.
11. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
12. Ensures timely data entry of work performed by District personnel.
13. Performs other duties of a similar nature or level as assigned.

**Required Qualifications:**

1. Requires a minimum of five years previous experience involved in the installation, maintenance and repair of commercial kitchen equipment or refrigeration systems and equipment; or Vocational/Technical/Military certification in the commercial kitchen equipment trade, and/or a Journeyman license in a related field or three years' experience, or a combination of previous education/training/experience that provides an equivalent background necessary to perform the work. Must be able to read and understand wiring schematics, and working knowledge of electrical circuits associated with CKE. Must be able to read and understand Refrigeration schematics to troubleshoot and repair refrigeration equipment
2. Must have and maintain EPA Refrigerant Recovery Universal Certification.

3. Must be able to read and interpret electrical and mechanical blueprints, engineering drawings and be familiar with associated electrical codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
6. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

Pending School Board Approval: 04/04/2019

**Job Locator: C-3.4.60**  
**Cafeteria Kitchen Equipment (CKE) Technician**  
**Position Grade: Support Salary Schedule**  
**Evaluated By: Director of Maintenance or**  
**Assigned Administrator**

**Job Description:**

Installs, inspects, maintains, repairs and replaces District CKE and related systems; Provides for the safe condition and efficient operation of all electrical and mechanical food service (kitchen) systems in District facilities; Understands written and verbal instructions with the ability to work independently; Documents work completed using both digital and written work orders as assigned; Complies with and supports all safety standards when using power tools and associated equipment.

**Responsibilities and duties of this position include:**

1. Maintains District kitchen food service equipment and other systems as assigned by Lead Kitchen Equipment Technician.
2. Duties include scheduled and unscheduled maintenance and repair on all District food service equipment and other systems as directed.
3. Complies with Federal regulations governing the Transition and Recovery of Refrigerants.
4. Tests, troubleshoots, calibrates and repairs kitchen equipment to include refrigerators, freezers, commercial dishwashers, steam cookers, ovens, mixers, large commercial garbage disposals, ice machines, motors, fuses, contactors, heating elements, hot/cold serving carts thermostats, pressure regulators, valves, pumps, steam traps, electrical components, etc.
5. Wires and connects motors, compressors, temperature and humidity controls according to wiring schematics.
6. May assemble, install, or relocate CKE systems in District facilities as needed.
7. Performs other duties of a similar level or nature as assigned.

**Required Qualifications:**

1. Requires a minimum of two years' experience involved in the troubleshooting, installation, maintenance and repair of commercial kitchen equipment and/or refrigeration systems and equipment; or Vocational/Technical/Military certification in commercial kitchen equipment or other electrical electronic equipment trade and one year previous experience; or a combination of previous education/training/experience that provides for an equivalent background necessary to perform the work assigned.
2. Be able to read and interpret blueprints, both electrical and mechanical engineering drawings.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
5. Must have safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

Pending School Board Approval: 04/04/2019

**Job Locator: C-3.3.03**

**Insurance Assistant**

**Position Grade: Support Salary Schedule - Confidential**

**Evaluated By: Coord. Insurance Activities or Assigned Administrator**

**Job Description:**

Maintains insurance funds and related accounting records, completes insurance reports and claims, while ensuring complete and proper documentation for insurance benefits and processes. ~~to employees' questions regarding insurance matters.~~ Provides accurate and confidential assistance and support to all employees, retirees and COBRA participants.

**Responsibilities and duties of this position include:**

1. Maintains accounts receivable for insurance report including distributing ~~invoices~~ payment schedules and collecting and refunding money, and preparing deposits for accounting office.
2. Reconciles and balances insurance reports and distributes to multiple insurance companies.
3. Processes insurance applications/forms of employees, retirees and COBRA participants including ensuring information is complete, determining effective date of insurance and submitting forms to insurance companies. Responds to employees' general insurance questions ~~to provide information relating to insurance issues~~ during the open enrollment process for benefit eligible employees, retirees and COBRA participants.
4. Designs and maintains confidential HIPAA compliant files; keys ~~Enters~~ insurance information, employee changes and data into multiple database systems including current HRPY database, web enrollment system and multiple vendor database systems. ~~the computer, including employee deductions, deduction codes and employee changes.~~
5. Compiles and files data relating to employee's insurance claims including data verification for ~~worker's compensation, health insurance, life, liability, property, auto,~~ GAP, voluntary workplace benefits, disability, vision and dental. Prepares and processes death claims, evidence of insurability, beneficiary change request and disability claims.
6. Maintains and updates employee health insurance and administrative records for employees on FMLA, extended leave, ILOD, military leave, professional leave and year-long leave in the leave database system. Monitor all leave employees deductions. Sets up and direct bills any employee who goes to an unpaid status, post payments and submit payment to appropriate carrier.
7. Prepares and collects listing of high risk employees who qualify for the Hepatitis B and Tetanus vaccine. Monitors each eligible employee to make sure they complete the Hepatitis B vaccine series. Processes the invoice from the Clay County Health Department for payment of both vaccines.
8. Prepares and processes new retiree and COBRA enrollment/change forms in retiree database system and appropriate carrier database systems. Completes and submits the Health Insurance Subsidy Certification form to FRS Retired Payroll Section.

~~79.~~ Performs miscellaneous secretarial and clerical duties including **keying** typing, distributing and collecting mail, answering phones, and maintaining budgetary and financial records relating to insurance programs.

~~8~~**10.** Coordinates, prepares information and schedules meetings for insurance committee and **risk management wellness** committee reviews.

**11. Completes and submits verification of employment information for Department of Health and Human Services for employees or former employees signing up for Medicare Part B.**

~~9.~~ Coordinates department newsletter including typing, arranging printing, and distributing to employees.

~~10~~**11.** Reconcile expenditures and accounts receivables to supporting **carrier reconciliation reports** general ledger accounts.

~~11~~**12.** Performs other duties of a similar nature or level.

**13. Assists in preparing insurance benefit information used in the Collective Bargaining Process.**

**Required Qualifications:**

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. One year experience in providing insurance support services and bookkeeping; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
3. Pass the secretarial/clerical skills test.
4. Pass the 10-key calculator test.

Board Approved: 5/20/93

Revised: 3/21/96

Revised: 7/17/97, 1/19/06

**Pending School Board Approval: 4/4/19**

**Effective: July 1, 2019**

Job Locator: C-3.3.05

Payroll Assistant

Position Grade: Support Salary Schedule - **Confidential**

Evaluated By: ~~Asst. Supt. for Business Affairs or Assigned Administrator~~

**Job Description:**

**To review, analyze,** Sets up and processes payroll **data** items for **all** District employees; maintains **all payroll** related payroll records and sends out W-2 forms to ensure **s** the payroll needs of **all** District employees are met.

**Responsibilities and duties of this position include:**

1. Processes regular, substitute teacher, **and** supplemental and manual payrolls including editing time-sheets, posting **employee sick bank and shared bank leave entries, calculating making adjustments for salary changes** adjustments, entering data for **other** payroll adjustments, and **payroll** balancing against computer **generated** totals. **Review school/department certifications to ensure accurate employee reporting. Process all District employees Time and Attendance online timesheet reporting.**
2. Initiates payroll **computer processing** reports on the computer to calculate and produce **District** payroll and **other** related **balancing** reports. Analyzes errors, **and** reviews payroll reports **for errors and makes adjustments and corrections as needed.** and request data processing department to print checks, savings bonds, and credit union magnetic tapes.
3. Analyzes **changes to** employee **HR records** history forms to **ensure proper payroll processing.** determine the number of days to pay employees based upon hiring date, **Analyzes salary changes** to determine retroactive checks **payments due and determine other** for salary adjustments **needed** to calculate **ensure employee** salary amounts and number of pay periods, and to determine when to **is paid out properly during the contract period.** **Checks employee employment classification to ensure proper retirement and federal tax reporting.** Inactivates employee's **payroll status** for terminating, **resigning and contract end** employees.
4. Monitors and verifies insurance and **other** payroll **related** deductions. Inputs **Enters** new enrollments and cancellations for **tax shelter** annuities, credit union **direct deposits**, union dues, **District child care, garnishments and W-4's into employee records.** savings bonds and insurance information. Compares insurance register against coverage and mails premium amounts and payments to insurance agents. **Each payroll processing verifies payroll related vendor checks against payroll reports and mails payments to vendors.**
5. Answers and screens incoming calls from **all** District employees regarding payroll issues. **Provides assistance to employees regarding questions or concerns arising from the review of pay check stubs.**
6. Sorts **manually generated** payroll checks by cost center and puts in folders to be delivered by warehouse carriers. Manually logs special distribution requests and sorts accordingly. Distributes payroll checks for District Administration and adjacent building locations. Stops payment on payroll checks when lost or stolen.
7. Verifies data base information input by Personnel Department against employee history forms and W-4 forms for discrepancies such as withholding status, hourly rate, retirement and pay codes, and name and address errors and changes.
8. Creates new **Enters** payroll records **transactions** for employees attending workshops **in-service, overtime, extra time, class C meal reimbursement, prior payroll corrections, and sick and annual leave payouts** and manually inputs payroll information to calculate **for payroll processing.**
9. Verifies amount of saving bonds deductions after each payroll period and completes deposit form for bank. Submits magnetic tape and mailing labels to the bank. Reviews reports and manually corrects discrepancies.

- ~~10.~~ Calculates amount of money to be transferred to employee insurance payable fund for insurance payroll deduction including medical, vision, and dental; records totals and verifies against payroll; coordinates monthly worksheet.
- ~~11.~~ Audits and types third party sick leave and W-2 forms according to District records. Verifies totals against yearly earning statements received from related insurance companies and notifies insurance department of discrepancies.
- ~~12.~~<sup>8.</sup> Separates by school/department, seals, and distributes all District employee W-2 forms. and enters form data on computer to determine employee's work locations. Mails W-2 forms to employees that no longer work for the district.
- ~~13.~~ Calculates reclassifications, of payroll by cost centers for employees who have transferred between departments or schools to ensure correct amounts are entered and posted to cost centers.
- ~~14.~~ <sup>9.</sup> Initiates and Maintains year-end payroll file maintenance including updating data base for new retirement and social security rates and federal withholding tables and randomly testing employee pay calculations to determine and resolve discrepancies.
- 10. Monitors leave balances for FML employees to ensure proper payroll processing. Notifies school and HR when employee record needs to be updated to FML status. Manages sick bank and shared sick leave transactions.
- 11. Maintains employee payroll records including changes in position, payroll related deductions, and W-4's
- 12. Provides support to schools and district department payroll secretaries regarding employee time and leave reporting, semi-monthly payroll reporting, and other payroll related issues that may arise.
- ~~15.~~<sup>13.</sup> Perform other duties of a similar nature or level.
- 14. Assists in preparing salary modeling used in the Collective Bargaining Process.

**Required Qualifications:**

- 1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
- 2. Minimum of one years' previous bookkeeping or payroll accounting experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
- 3. Pass the secretarial/clerical skills test.
- 4. Pass the 10-key calculator test.

Board Approved: 5/20/93

Revised: 3/21/96, 1/19/06

Pending School Board Approval: 4/4/19

Effective: July 1, 2019