

Twin Falls School District #411

Job Description

Job Title: Payroll Business Specialist
Department: Human Resources
Reports To: Associate Superintendent of Schools
FLSA Status: Exempt, 12 month year, salary as per classified supervisor's salary schedule, .83% vacation days/month yrs 1-6; 1.25 vacation days/month 7+ yrs, 1 sick day month, 3 personal days annually
Prepared By: Human Resources Department
Prepared: 10.16.2007
Approved By:
Approval Date:
Supervises: Payroll Assistant

JOB GOAL

Under direction of the Associate Superintendent of Schools, assures the smooth and efficient operation of the District's business services program. Assist in a positive manner to comply with state and federal laws.

QUALIFICATIONS (minimum)

- Associate degree or four to ten year's related experience and/or training; or equivalent combination of education and experience deemed acceptable by the Superintendent and Board of Trustees.
- Ability to handle confidential information.
- Sound decision-making skills, aptitude for problem solving, proficiency in planning and organizing, strong work ethic.
- Strong interpersonal and communication (verbal and written) skills.
- Ability to perform basic math functions to calculate hourly wages, compensation rates, and budget compliance.
- Efficient use of database, spreadsheet, and word processing programs.

ESSENTIAL DUTIES include the following (or other duties assigned by the Superintendent or Board).

Employment Responsibilities

- Prepares district payroll and salary records for all district employees.
- Supervises reports of substitute teachers for payment of days worked.
- Maintains a current listing of employees under current district health insurance files all required reports and enrolls new members as needed.
- Records and tracks all types of leave for all district employees.
- Maintains Vocational Education Program data and gathers information to formulate related reports.
- Enrolls new members and records information needed for the state retirement program.
- Receives and extends time cards for classified personnel.
- Processes and tracks FLMA request.
- Processes and tracks sick leave banks requests.

Compensation Responsibilities

- Assists the HR specialist in maintaining/updating district certified, classified, and administrative salary schedules.

Compliance Responsibilities

- Assist in ensuring that district personnel record keeping is in compliance with FMLA federal guidelines.
- Process claims related to workers compensation
- Verify employment information upon request.

Reporting Responsibilities

Supervisory Responsibilities

- Supervises Subfinder coordinator in accordance with the organization's policies and applicable laws, including interviewing, recommendation for hiring, training employees; planning, assigning, and directing work; and appraising performance.

PHYSICAL DEMANDS (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

The physical demands and work environment indicated below are examples of the physical aspects this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will regularly exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods of time. Occasionally, physical requirements include the ability to navigate multi-story buildings during an emergency situation.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

EVALUATION

Performance of this position will be evaluated by the Associate Superintendent in accordance with the Board’s policy on evaluation of administrative personnel.

OTHER

Condition of Employment

Board approval and successful completion of federal background check and pre-employment drug free workplace screen.

This is an “at will” position in that the employer or employee may terminate employment at any time for any reason consistent with applicable state or federal law. The employment “at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and approved by the Board of Trustees of District 411.

License Requirement

- Possession of a valid Idaho Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

Insurance Recommendation

On regular occasions, this job classification requires the employee to use his/her personal vehicle to conduct district business, therefore personal auto insurance coverage of \$300,000 or more is recommended.

Job description received:

Date

Employee Signature