

JOB DESCRIPTION
Nogales Unified School District #1

SPECIALIST COMPENSATION

Purpose Statement:

The job of SPECIALIST COMPENSATION is done for the purpose/s of ensuring that personnel procedures conform to District policies; processes contracts/payroll for payment by the business office, maintaining payroll/wage information of employees; providing information to employees within the District; and ensuring processing of District/State/Federal required reports.

This job reports to HUMAN RESOURCES DIRECTOR

Essential Functions

- Back-up Employment Specialist for the purpose of ensuring workload is processed in the event of an absence due to vacation and/or illness.
- Communicates payroll information to each site/department on a daily basis (e.g. confirmation report) for the purpose of ensuring that the biweekly payroll will be accurate and produced in a timely manner.
- Coordinates preparation of biweekly payroll to include review of data from KRONOS, Subfinder, Visions in the lead role for the purpose of ensuring the timely and accurate compensation of employees.
- Enrolls new employees (e.g. payroll) for the purpose of processing employee for compensation payment.
- Maintains a variety of employment files and records, compiling pertinent employee information (salary, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Maintains a wide variety of payroll information (e.g. files, subfinder reports, KRONOS reports) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, employment verification, employee filing, etc.) for the purpose of ensuring flow of work load.
- Processes addenda (e.g. printing form, logging onto master schedule, submitting for payment to payroll, and tracking) for the purpose of ensuring that employees receive timely compensation for extra duty assignments.
- Processes documents and materials (e.g. applications, salary schedules, changes in employment status, credential renewals, certification, fingerprints, special projects, etc.) for the purpose of disseminating information to appropriate parties.
- Processes payroll information (e.g. KRONOS time records, Subfinder absence reports, wage/contract documents, misc math calculations) for the purpose of ensuring information is updated in the database and authorizing timely payment of wages occurs.
- Processes personnel paperwork (e.g. applicants, employees) for the purpose of ensuring that individuals who are employed/terminated are processed correctly and accurate information and data is maintained in the file and database.
- Provides excellent customer service to applicants, volunteers, employees and community members for the purpose of ensuring questions, inquiries and concerns are handled in a friendly and efficient manner.
- Provides orientations to new personnel (e.g. payroll practices, procedures) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Researches discrepancies of payroll information and/or documentation (e.g. KRONOS time records, Subfinder leave reports) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Responds to inquires for the purpose of providing information and/or direction.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment
 preparing and maintaining accurate records
 record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful
 computer operation/skills
 office methods and procedures
 standard office software

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality
 meeting deadlines and schedules
 working as part of a team
 working with detailed information/data
 working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 10% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 8

Job description available upon request