

**MOTHER LODE UNION SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Payroll/Personnel	<b>REPORTS TO:</b>	CFO
<b>DEPARTMENT:</b>	Business	<b>CLASSIFICATION:</b>	Confidential
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	12 months
<b>BOARD APPROVAL:</b>	March 14, 2007	<b>SALARY:</b>	Conf/Supervisory

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**BASIC FUNCTION:**

Perform a variety of independent technical and analytical duties in the areas of budgetary analysis and development, position control, and financial management. Perform a variety of technical work for major personnel functions including salary administration, data gathering, report preparation, certificated credentials, and special project assignments.

**DISTINGUISHING CHARACTERISTICS:**

Provides the Chief Financial Officer with information related to all aspects of payroll, benefit management and personnel.

**REPRESENTATIVE DUTIES:**

Plan and perform a variety of complex budget and fiscal simulations, analyses and calculations related to payroll and personnel. *E*

Initiate, complete, evaluate and validate a variety of State, local and federal reports. *E*

Assist in developing recommended Board Policies, Administrative Regulations and Systems and Procedures for personnel, payroll and fiscal management. *E*

Gather and compile data about salaries, classifications, job analysis, and other matters; and research a variety of sources to provide reports including applicable legal provisions to personnel procedures as related to management. *E*

Coordinate assigned recruitment and hiring processes for management positions including serving as proctor for interview panels, screening applicants, and compiling paper screening and oral interview results. *E*

Coordinate human resources activities for specific programs such as intersession, summer school, applicant tracking, computer system activities, affirmative action, credential monitoring, and others as assigned. *E*

Prepare and plan payroll in coordination with County Office.

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**REPRESENTATIVE DUTIES:** (continued)

Recommend preliminary salary placements for approval by the Superintendent.

Perform credential audits as assigned. *E*

Analyze and evaluate computer-generated financial reports and other automated programs integrated with the primary financial system. *E*

Prepare special payroll/personnel reports and statistical analyses as directed. *E*

Prepare documents as related to hiring process for labor negotiations and disciplinary and grievance hearings before the Governing Board. *E*

Operate and understand various computer software and software tools, including Microsoft Office and Windows operating systems and electronic filing programs and systems. *E*

Attend workshops, meetings and other gatherings related to human resources issues, compose correspondence and maintain records. *E*

Train staff in human resources procedures and the use of web-based applicant tracking programs. *E*

Determine acceptable units for professional growth and salary advancement and determine salary increases according to established District policies. *E*

Prepare oral and written reports. *E*

Serve as a member of the Superintendent's Cabinet. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or closely related field or three years professional experience in personnel, accounting, budgeting and/or financial management, or closely related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and procedures of public agency budgetary and fiscal management.  
Financial and/or budgetary reports and statements for District funds.  
District personnel policies and procedures related to certificated and classified employment  
Methods and processes of statistical analysis and data reporting.  
Personal computer hardware and software including DOS and Windows.  
Principles and techniques of recruitment and selection of personnel.  
Duties performed in various occupational fields.  
Operation of a computer terminal and data entry techniques.  
Interpersonal skills using tact, patience and courtesy.  
State of California credential requirements and procedures.  
Applicable sections of State Education Code and other laws.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Technical aspects of human resources procedures.

**ABILITY TO:**

Interpret, apply and explain District policies, procedures, and regulations for classified and certificated personnel.  
Perform complex assignments independently.  
Perform a variety of specialized and technical duties and provide technical information and assistance to others.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Meet schedules and time lines.  
Plan and coordinate a variety of complex fiscal operations.  
Analyze, generate, evaluate and implement financial and/or budgetary procedures for effectiveness and efficiency.  
Prepare clear, concise and comprehensive reports and recommendations verbally and in writing.  
Demonstrate proficiency in the use of microcomputers including electronic spreadsheet and data base utilization.  
Establish and maintain cooperative professional working relationships with District personnel.  
Meet District standards of professional attitude and effective leadership.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare reports; hearing and speaking to exchange information in person or on the telephone and make presentations.