

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>District Office Specialist II- Payroll</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Payroll Supervisor / Director of Business Services
<b>EDUCATION:</b>	Associates in Accounting preferred	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	Hours and days as specified on posting	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>Associates in Accounting or related field plus 3 years of progressively responsible payroll experience in a reasonably complex environment including fluency in Excel and Word is preferred. This work involves processing payroll transactions for the purpose of updating and correcting employee records and issuing paychecks, while answering and responding to phone and e-mail inquiries regarding payroll and insurance. Employee receives time and attendance reports, transaction notices and reports and requests for changes. Employee updates, edits and corrects payroll data files.</p> <p>Under general supervision, facilitates the preparation and processing of payrolls. Using a variety of data sources and reports, edits payroll data files to assure accurate processing of teacher, substitute, extra-curricular and other payrolls, and to research and correct payroll errors. Works with accounting and other offices to implement new payroll procedures. The work requires an understanding of how payrolls are produced and the actions that impact them. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheet.</p>	

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Administers payroll practices utilizing diverse procedures and program requirements for the purpose of ensuring compliance with established guidelines.
2. Responds to inquiries and writes correspondence and answers payroll-related questions.
3. Coordinates payroll activities for the purpose of ensuring timely and accurate payroll processes.
4. Maintains a variety of payroll information files and records (e.g. labor contracts, eligibility policies, time cards, deduction cards, benefits, retirement information, payroll authorizations, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
5. Monitors assigned payroll activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
6. Oversees a variety of processes (e.g. timesheet input, reconciliations; insurance payments) for the purpose of compliance within district, state, and federal mandates.
7. Processes payroll information (e.g. hourly time sheets, withholding information, contracts, verifications of employment, payroll authorizations, benefits, etc.) for the purpose of updating information.
8. Researches discrepancies of payroll information and/or documentation (e.g. contract information, W-4 forms, timesheets, leave time, unemployment eligibility, direct deposit requirements, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
9. Follows written and verbal direction, maintains a high level of confidentiality, and takes the initiative when necessary. Ability to effectively communicate complex issues with a high level of effectiveness to staff, employees, and supervisors.
10. Ability to remain calm and focused and to assist employees who may be emotional, distraught, or frustrated.
11. Skilled in the use of office and computer equipment and the use of office software and automated payroll and accounting systems.
12. Knowledge and highly proficient in the use of computers, printers, faxes and other office equipment as needed.
13. Balances monthly vendor payables and confirms appropriate payment.

14. Completes audits for Employment Department and DHS.
15. Tracks sick leave donations, sick bank balance, and processes approvals.
16. Provides workers compensation 1/3 calculations for Risk Management.
17. Tracks FMLA/OFLA to keep track of leave balances.
18. Builds payroll calendars and salary schedules to enable budget preparation. Enters the approved salary schedules and calendars in live.
19. Monitors SB454 sick time for all non-contract employees.
20. Attends employee orientation informing new employees of payroll procedures. Flexes hours to accommodate new hire orientation schedules.
21. Trains secretarial staff on payroll procedures and budget account numbers.
22. Attends seminars and conferences as necessary to keep updated on new legislation/rules.
23. Processes payroll payments in the absence of the Payroll Supervisor.
24. Processes draws weekly in accordance with employee contracts.
25. Creates PERS reports for submission. Corrects all suspended employees. Responds to all PERS requests for information. Resolves all PERS work item issues.
26. Coordinates with Human Resources on new employees to validate and/or resolve any issues concerning compensation.
27. Works in an environment with frequent interruptions and changing tasks and priorities.
28. Regular attendance is an essential function of this position.
29. Additional duties as assigned by Payroll Supervisor, Director of Business Services, or Administrator.

SECRETARIAL AND ACCOUNTING TESTING IS REQUIRED FOR THIS POSITION

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	

11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: <u>300 ft.</u> Type of Surface: (i.e. level, carpet, tile): <u>carpet/tile</u>					

<b>ENVIRONMENT (WORK CONDITIONS)</b>	
Works Inside <u>100</u> % of the time / Works Outside <u>0</u> % of the time.	
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

<b>OTHER PHYSICAL DEMANDS</b>					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel		X			
Crawl	X				
Walk-Level Surface				X	
Walk-Uneven Surface			X		
Climb Steps			X		
Climb Ladder		X			
Work at Heights		X			
Reach at or Above Shoulder				X	
Reach Below Shoulder				X	
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls		X			

<b>ENDURANCE</b>							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					X	7 hours	8 hours
Standing				X		.5 hours	8 hours
Walking				X		.5 hours	8 hours
Change Positions				X			

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

*For physician to complete:*

**Is this job appropriate?**

Yes

No

Date of Release:

\_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:**

\_\_\_\_\_

\_\_\_\_\_  
**Physician's Signature**

\_\_\_\_\_  
**Date**



**Klamath County  
School District**