

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Employee Service Center Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Fiscal Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	June 17, 2015	SALARY:	G42/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the general direction of an assigned supervisor, provide reasonable timely delivery of assigned payroll functions within the District's payroll department to meet the needs of staff and sites; lead personnel in the performance of assigned accounting duties, maintain and review the District's payroll and statistical records to ensure the financial viability of the District.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Process documents and perform accurate and reasonable timely data entry into the Human Resources / Payroll System and other technical duties such as verifying reports in support of ensuring accurate data entry. *E*

Scan and file documents accurately to the appropriate file folders for quick access and viewing of information. *E*

Maintain comprehensive records; prepare written reports; attend meetings; prepare and transmit information when deemed necessary

Determine, code, or verify appropriate assignment information for input to the district employee database; input data to payroll and personnel databases. *E*

Calculate and process payroll adjustments for new and late starts and process changes to salary deductions and employee status such as assigned workdays per year, projected vacation, sick and personal necessity leave balances, step increments, overtime and extra duty pay, longevity pay, voluntary deductions, retroactive pay, attendance incentives, and other changes as necessary; monitor sick leave and industrial accident balances and notify appropriate agencies and departments if leave is exhausted. *E*

Enroll employees in and separate employees from appropriate retirement programs such as STRS/PERS/Defined Benefits in a reasonable, timely manner to ensure processing of information to meet program and payroll timelines; understand and comply with rules and regulations of the programs. *E*

Process personnel requisitions and employment data accurately and in a reasonable, timely manner to meet payroll timelines; verify salary grade and step placement based on education, experience, credentials, and District guidelines; refers salary proposals outside of normal policy to appropriate supervisor for approval. *E*

Receive inquiries, screen calls and provide information or refer to the appropriate staff for response; provide information concerning policies and procedures and District's expectation related to current assignments; assist in covering the front desk counter to meet the needs of visitors, staff and applicants. *E*

Ensure all required hiring and payroll paperwork is processed in a reasonable, timely manner to meet payroll timelines. *E*

Provide strong customer service for internal and external customers communicate effectively both orally and in writing. *E*

Respond to a high volume of inquiries including human resources, payroll, and other issues. *E*

Assist in training other employees in specialized areas as needed. *E*

Comply with applicable state, local, and federal rules, regulations, and laws and district policies and procedures. *E*

Attend meetings as required; make occasional school site visits to assist in instructing staff in proper recordkeeping and reporting procedures.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduations from high school supplemented by accounting course work and four years of increasingly responsible computational and customer service experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of training and providing work direction.
- District operations, specific rules, policies and procedures related to certificated and classified employment.
- Methods and processes of statistical analysis and data reporting.
- Current computer hardware and software programs/systems related to position.
- Applicable sections of State Education Code and other state and federal laws.
- Operation of a computer and data entry techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- The application of payroll bookkeeping procedures.
- Principles, practices, and terminology of financial expenditure reporting.

ABILITY TO:

- Apply payroll bookkeeping procedures and the principles, practices, and terminology of financial expenditure reporting.
- Operate standard office equipment including microcomputers and related software applications.
- Operate calculators and perform complex computational tasks with speed and accuracy.
- Work under pressure of continual deadlines, heavy volume, and constant interruptions.
- Explain payroll calculations to employees.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Perform complex assignments independently.
- Communicate, understand and follow both oral and written directions effectively.
- Work confidentially and complete work independently with many interruptions.
- Type 40 correct words per minute from clear copy.
- Learn new or updated computer systems/software programs to apply to current work
- Actively participate in meeting District goals and outcomes
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Exercise diplomacy, tact and independent judgment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; fast paced work with fixed deadlines; constant interruptions; contact with dissatisfied customers; intermittent noise; repetitive activities

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions