

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Employee Compensation Services	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor IV	FLSA:	Exempt
JOB CLASS CODE:	1409	WORK YEAR:	12 Months
DEPARTMENT:	Administrative Services	SALARY:	Range 22 Salary Schedule G2
REPORTS TO:	Deputy Superintendent/CFO	BOARD APPROVAL:	06-18-01
		BOARD REVISION:	

BASIC FUNCTION:

Plan, organize, supervise, and control employee compensation functions district-wide to assure the timeliness and accuracy of compensation issues; supervise employee compensation software functions to provide data integrity; control employee attendance systems and reports; supervise PERS, STRS, and CASA programs; design, implement, and supervise Electronic Document Imaging Systems related to employee compensation; train, supervise, and evaluate the performance of assigned personnel.

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

Plan, organize, supervise, and control employee compensation functions district-wide to assure the timeliness and accuracy of compensation issues. *E*

Supervise employee compensation software functions to provide data integrity. *E*

Control employee attendance systems and reports. *E*

Supervise PERS, STRS, and CASA programs. *E*

Design, implement, and supervise Electronic Document Imaging Systems related to employee compensation. *E*

Supervise and participate in the preparation of district payroll reporting for annual and quarterly statements; assure compliance with Federal and State rules, regulations, policies, and procedures. *E*

Train, supervise, and evaluate the performance of assigned employee compensation personnel; monitor and adjust workflow and assignments to meet established timelines. *E*

Provide a variety of reports, statistical data, and other information related to employee compensation rules and guidelines. *E*

Develop and publish annual calendars of due dates for timesheets, payroll schedules, and other required documents. *E*

Train staff district-wide on employee compensation issues, and document preparation activities. *E*

Prepare daily, weekly, monthly, and yearly employee compensation reports and forms as required by the district or any outside agency. *E*

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, employee compensation, or closely related field, and six years of increasingly responsible experience in employee compensation and statistical record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile. Overall scores in computer software QWIZ testing program required as follows:

- Keyboarding 45 Correct WPM
- Excel 90% Overall Score
- Word 90% Overall Score
- Access 90% Overall Score
- Reasoning 90% Overall Score
- Payroll..... 85% Overall Score
- General Accounting 85% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Employee compensation principles, practices, and procedures.
- Financial and statistical record-keeping techniques.
- Preparation of comprehensive employee compensation reports.
- Applicable sections of the State Education Code and other applicable laws related to employee compensation and mandated reporting.
- Operation of a computer and software.
- Policies and procedures involved in preparation, verification, maintenance, and processing of district payrolls.

ABILITY TO:

- Plan, organize, supervise, and participate in employee compensation and statistical record-keeping activities.
- Train, supervise, and evaluate assigned personnel.
- Maintain and audit employee compensation and attendance records in a school district.
- Perform highly complex payroll, accounting, and employee compensation procedures.
- Assure compliance with district policies, procedures, and governmental regulations.
- Apply State Education Code and other laws to assigned duties.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a computer terminal and related software applications.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Coordinate and monitor employee compensation assignments and activities.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to monitor various activities and read documents; sitting and operating a computer for extended periods of time; dexterity of hands and fingers; reaching overhead, above the shoulders, and horizontally, or bending at the waist to retrieve and store materials.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.

Sup IV Emp Comp (261)

APPROVALS:

Chief Personnel Officer

Date

Superintendent

Date