

JOB TITLE
ASSISTANT BENEFITS COUNSELOR

DIVISION
BUSINESS SERVICES

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
IA, GRADE 6

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities including counseling employees, processing insurance enrollments and changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. ~~communicates with employees, staff and persons outside the district; assists with enrollment of employees and with processing benefits claims;~~ Compiles benefit related reports; ~~and types~~ and files

PERFORMANCE RESPONSIBILITIES

1. Assists in counseling employees ~~as to benefits and options~~ regarding benefit options and retirements, both ~~certified and classified~~.
2. Assists in calculating early retirement benefit compensation.
3. ~~Assists with counseling Principals, division/department heads, employees, and employee representatives with reference to benefits and retirements.~~ Distributes and reviews employee benefits information and assists employees and applicants with processing enrollments, forms, and payroll deductions for benefit plans.
4. Assists in implementation of the retirement benefit compensation programs (early retirement, KTRS, and CERS) including preparation, processing and maintenance of appropriate applications, reports and records.
5. Assists in the annual open enrollment process including counseling employees, assisting employees with making enrollments and changes, and processing enrollments and changes.
6. ~~Works closely with the staff of personnel services and division/department heads in the information and completion of paper work as it relates to employee benefits.~~ Collaborate with other departments including but not limited to; Human Resources, Payroll, and the Leave Center as it relates to benefits.
7. Compiles and maintains employee benefits reports.
8. Provides excellent customer service to employees, vendors, and guests by handling phone calls, answering questions, and assisting walk-in visitors to the department as it relates to benefits. ~~types, and maintains files.~~
9. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years experience in business and office ~~setting skills~~
3. Good ~~typing~~ computer skills
4. Excellent customer service skills

DESIRABLE QUALIFICATIONS

1. Specialized training in insurance enrollment and processing
2. ~~Working knowledge of insurance contract language~~ Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits
- ~~3. Excellent telephone and reception manners~~

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REVISED:
09/26/17

JOB TITLE:	ASSISTANT BENEFITS COUNSELOR
DIVISION:	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8614
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities including counseling employees and processing insurance enrollments, changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. Compiles benefit related reports and files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides excellent customer service to employees, vendors, and guests by handling phone calls, answering questions, and assisting walk-in visitors to the department as it relates to benefits.

Assists in counseling employees regarding benefit options and retirements, both certified and classified.

Distributes and reviews employee benefits information and assists employees and applicants with processing enrollments, forms, and payroll deductions for benefit plans.

Assists in calculating early retirement benefit compensation.

Assists in implementation of the retirement benefit compensation programs (early retirement, TRS, and CERS) including preparation, processing and maintenance of appropriate applications, reports and records.

Assists in the annual open enrollment process including counseling employees, assisting employees with making enrollments and changes, and processing enrollments and changes.

Collaborate with other departments including but not limited to; Human Resources, Payroll, and the Leave Center as it relates to benefits.

Compiles and maintains employee benefits reports.

Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years' experience in a business and office setting

Excellent customer service skills

Good computer skills

DESIRABLE QUALIFICATIONS

Specialized training in insurance enrollment and processing

Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits



NEW:
DATE 9/26/17

JOB TITLE:	Payroll System Technician
DIVISION:	Fiscal Services
SALARY SCHEDULE/GRADE:	IA/GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with maintaining systems used for HR/Payroll processing. Assists with planning, developing and processing data integrity reporting. Analyzes data and coordinates resolution to exceptions. Assists with the implementation of new programs and system upgrades. Assumes responsibility for processing and monitoring payroll bank transactions. Assumes responsibility of liaison between the department, locations, and vendors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with processing data integrity reports, confirms and resolves discrepancies in employee system records.

Assists with systems implementation, upgrades and the maintenance of certain HR/Payroll system auxiliary tables.

Assumes responsibility for monitoring and coordinating resolution of the reporting of special pay such as Set-Up Day, PTC, Overcap, and Differential pay, to insure proper reporting.

Assumes responsibility for resolving discrepancies in employee leave accruals tables and monthly vacation updates.

Assists with generating edit reports for the bi-weekly payroll warrant and insures resolution to discrepancies.

Assumes responsibility for confirming edit and final payroll warrant totals and resolves insufficient net pay issues related to deductions.

Assumes responsibility for processing, monitoring and resolving all payroll bank transactions related to direct deposit files, account transfers, returned ACH items, ACH redirects, reversals, and ACH payments to payroll vendors.

Assumes responsibility for tracking, reconciling and resolving pending direct deposit payments.

Assumes responsibility for creating vendor remittance files, reconciling corresponding liability account and uploading files to the vendor SharePoint site.

Assists with coordinating, verifying and implementing bi-weekly and annual Open Enrollment vendor deductions files.

Assists with compiling records requested by auditors, district departments and/or open records requests.

Assists with planning, developing and implementing training programs and system procedure documentation.

Performs data research and reconciliation.

Performs other duties as assigned by designated supervisor.

PHYSICAL DEMANDS

This work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. This work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years experience in payroll processing

Ability to maintain accurate records and meet established deadlines

Ability to work well in a team environment.

DESIRABLE QUALIFICATIONS

Experience in analyzing data and maintaining system integrity

Experience in Kentucky school financial systems and reporting.



NEW:

September 26, 2017

JOB TITLE:	DIVERSITY HIRING SPECIALIST
DIVISION:	DIVERSITY, EQUITY, AND POVERTY
SALARY SCHEDULE/GRADE:	II/IV/GRADE 9
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS/CERX

SCOPE OF RESPONSIBILITIES

Provides support and guidance in relation to minority recruitment and retention in the hiring of JCPS employees, especially at the administrative level, Grade 8 and above. Collaborates with Human Resources, the JCPS Recruiter, and all Hiring Supervisors and Principals, to ensure a fair, inclusive, and equitable hiring process. Recruit, hire, and promote, with Equal Employment Opportunity principles in mind, and through implementing practices designed to widen and diversify the pool of candidates considered for employment openings, including vacancies in upper level management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborate with Human Resources and Senior Management to establish and implement a strong Equal Employment Opportunity (EEO) policy, and hiring guidelines

Consult with Hiring Supervisors, serve as one member of the interview committee, or as a resource to the hiring process, when a central office administrator vacancy is to be filled

Provide immediate training and/or additional follow-up when necessary or requested

Collaborate with JCPS Recruiter for supporting minority teacher recruitment and initiatives

Collaborate with Administrator Recruitment & Development for supporting, recruiting, and retaining minority leaders and candidates

Collaborate to support with Outreach, University Partnership, Communication, and other Marketing initiatives

Maintain appropriate documentation, and report regularly to the Chief Equity Officer, Superintendent, and the Board of Education

Set, monitor, and support goals for diversifying staff across departments and schools

Perform other duties as assigned by the Chief Equity Officer and collaborate closely with the Director of Human Resources

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration or Master's Degree in Human Resources or related field

Five (5) years of successful teaching experience or Human Resources, Diversity, or related field as a Classified Administrator

Proven leadership experience with diverse populations

DESIRABLE QUALIFICATIONS

Proven understanding of SBDM laws and regulations



NEW:

September 26, 2017

JOB TITLE:	DIRECTOR OF SCHOOL CHOICE
DIVISION:	ADMINISTRATION (SUPERINTENDENT'S OFFICE)
SALARY SCHEDULE/GRADE:	II/IV/GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

The Director of School Choice is responsible for supporting the Board of Education in its role as a charter school authorizer, including providing administrative leadership, management, and implementation of district processes and procedures relating to charter school authorization; and other projects and initiatives as directed by the Superintendent.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Ensure compliance with statutes and administrative regulations governing the Board's role as a charter school authorizer
- Develop and implement procedures in accordance with applicable statutes and administrative regulations, to guide the Board's performance of its duties as a charter school authorizer
- Coordinate training for Board and staff regarding the Board's role as a charter school authorizer
- Coordinate with other departments and divisions within the District including, but not limited to Student Assignment, Financial Services, Human Resources, and Operations for the efficient and effective implementation of the Board's role as a charter school authorizer
- Stay current with all legislation and administrative regulations relating to charter schools
- Establish close working relationship with KDE, KSBA, other Kentucky authorizers, and national education organizations to identify and implement evidence-based best practices for charter school authorizers
- Provide administrative support and regular reports to the Board in their role as a charter school authorizer
- Perform all other duties as assigned by the Superintendent

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

- Master's Degree or higher with Kentucky Certification in Administration or Classified Administrator with a Bachelor's Degree and Policy experience
- Five (5) years of successful teaching experience or relevant classified administrative policy/regulation experience
- Extensive knowledge of federal and state laws and regulations
- Proven leadership experience with diverse populations

DESIRABLE QUALIFICATIONS

- Master's Degree in Public Policy, Public Administration, or related field
- Experience working with the Kentucky Department of Education
- Extensive experience working collaboratively with diverse, external organizations