

REVISED/NEW:
07/01/2016
07/01/2018

JOB TITLE:	BENEFITS SPECIALIST <u>COORDINATOR</u>
DIVISION:	BUSINESS SERVICES <u>HUMAN RESOURCES</u>
SALARY SCHEDULE/GRADE:	IV, Grade 9 <u>II/6</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4253
BARGAINING UNIT:	CERX <u>CLAS</u>

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee benefits programs offered to JCPS employees including assisting in the selection, enrollment, management, and first tier issue resolution as well as providing expert counsel to department employees in all areas including the Affordable Care Act.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates, under the direction of the benefits Manager, compliance with the employer shared responsibility portion of the Affordable care Act including tracking hours and eligibility, and the production/distribution of annual Form 1095-C and IRS 1094-C transmittal. Produces snapshots, analyzes data, and assists the Benefits Manager with all of employer compliance.

Maintains department budget information and processes time & attendance and payroll for the department

Performs other duties as assigned by the Benefits Manager

Conducts research and analyzes Benefit functions and industry trends to make recommendations to Benefits Manager

Provides advice, counsel and expertise to Benefits Counselors, Principals, and Employees with respect to employee benefits, wellness programs, and the Affordable Care Act

Processes applications and enrolls employees in self-administered ancillary benefit programs

Calculates and processes all District paid employee benefit premiums and coordinates payment

Reconciles and processes payment for the District's occupational medicine provider services

Plans and facilitates the annual employee benefits and health fair for JCPS employees and assists the Benefits Manager with annual benefit renewals and open enrollment activities, as directed

Coordinates the disability retirement process including counseling employees, conducting accommodation conferences, and completion of disability retirement application paperwork for all Classified personnel enrolled in the County Employee's Retirement System (CERS)

Reviews Kentucky Teachers' Retirement System (KTRS) applications for all substitute teachers

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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years successful experience in employee benefits

Strong organizational and analytical skills; and proven ability to communicate orally and in writing

General working knowledge of employer compliance under the Affordable Care Act

DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification

General knowledge of ERISA, HIPAA, COBRA, FMLA, ADA and other regulations governing employee benefits

General Knowledge of Kentucky education law and federal employment law

JOB TITLE
DEMOGRAPHICS ANALYST

DIVISION
~~ACADEMIC SCHOOL DIVISION~~
~~DATA-MANAGEMENT, PLANNING~~
~~AND PROGRAM EVALUATION~~

REPORTS TO
~~CHIEF OF DATA-MANAGEMENT,~~
~~PLANNING-SERVICES AND~~
~~PROGRAM EVALUATION~~

SALARY SCHEDULE & GRADE
II, GRADE ~~449~~

LENGTH OF WORK YEAR
260 DAYS

DATE
~~JULY 8, 2013-JULY 1, 2018~~

SCOPE OF RESPONSIBILITIES

Projects student membership by school, grade, and race on short and long-term bases; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; works with pupil personnel, transportation, program placement, and other staff; provides information to the general public regarding student school assignment and board member district and other boundary lines.

PERFORMANCE RESPONSIBILITIES

1. Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines.
2. Maintains and documents all board member and other district school attendance boundary lines and feeder patterns, updates the Dual Integrated Map Encoding(DIME) File and coordinates data functions with Management Information Services(MIS).
3. Provides information for control of student assignment to schools including monitoring school magnet and special programs.
4. Assists in projecting student membership on long and short-range bases and prepares reports related to membership and attendance including mobility and other related data.
5. Develops and maintains data base and technology appropriate to function of department.
6. Assists in auditing and documenting student data base programs in Pupil Personnel and MIS.
7. Collects and maintains a record of all new housing starts and other information which reflect changes in housing patterns.
8. Provides liaison as assigned with the Census Bureau, Louisville and Jefferson County planning and zoning, economic development, Kentuckiana Regional Planning and Development Agency, and other agencies dealing with population and other pertinent data.
9. Develops and prepares student membership projections by schools, programs, and district on a short and long-term basis.
10. Performs other duties as assigned by the ~~Chief of Data Management, Planning and Program Evaluations~~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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Proficiency in knowledge and use of computer technology
3. Three (3) years successful experience in the analysis and management of highly technical data
4. Ability to work with groups, agencies and organizations concerned with census data and projections
5. Good oral and written communication skills

DESIRABLE QUALIFICATIONS

1. Successful experience in applying census and demographics data to school system uses
2. Experience in using data management program

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REVISED:

7/01/18

JOB TITLE:	DIRECTOR SUPPORT SERVICES AND SPECIAL PROJECTS
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II/GRADE <u>12.14</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8601
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Responsible for the planning, organizing, and execution of support functions of the District including support operations to meet customer requirements as well as the support of special projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Evaluates the new projects and compiles reports of cost effectiveness as assigned

Organizes and oversees projects to ensure the efficient use of district resources ~~as well as the secure operation of information systems~~

Implements initiatives that improve the effectiveness of operational services

Supports operation managers to develop plans to address performance in relation to delivery of high quality, efficient services

Identifies key concerns and problems; advises on the potential impact of these to operation managers to ensure the development and implementation of appropriate solutions

Develops a culture of performance, improvement and appraisal as a foundation for excellent organizational performance

Works with operation managers to identify suitable benchmarking opportunities for improved productivity, efficiency and quality

Prepares reports and recommendations for the Chief Operations Officer as assigned

Contributes to and supports an operational culture of continuous improvement of quality and efficiency of services

Responsible for cost-effective and timely implementation of projects as assigned

Performs other duties as assigned by Chief Operations Officer

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, crawling, climbing, and 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years successful administrative and management experience

Project Management experience ~~with Information Technology systems~~

Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

Master's Degree or equivalent years' experience

Experience in urban/suburban school district with student population representing cultural plurality



REVISED:

07/01/2018 (As approved on 4-24-18)

JOB TITLE:	DIRECTOR MANAGER TEACHER AND LEADER DEVELOPMENT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4065
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, coordinating and managing the district's development programs; provides oversight of technical support for district's professional development and leave.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches, plans, organizes and conducts training programs, seminars and conferences for certified personnel designed to improve leadership, supervisory and evaluation skills

Designs and implements promotional procedures; makes timely announcements of dates to be observed by personnel aspiring to managerial positions

Counsels applicants, providing feedback and advice. Coordinates and conducts leadership training

Provides input for identifying and defining present and future training needs by assisting with coordinating and conducting needs analysis

Ensures compliance with district goals and objectives, and with state and federal regulations

Performs other duties as assigned by the supervisor

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 and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Professional Certification in Administration and Supervision

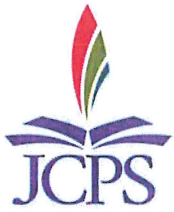
Three (3) years successful experience as a principal

Three (3) years successful experience in personnel management

DESIRABLE QUALIFICATIONS

Knowledge of management recruitment techniques and programs

Doctorate degree



REVISED:
7/01/18
(As approved
on 4/24/18)

JOB TITLE:	WEB CONTENT LIBRARIAN
DIVISION:	ACADEMICS SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4165
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

~~The primary function of this position is to conduct original, and/or analytic and simple copy cataloging and other cataloging duties for the conversion of retrospective materials into the automated database and system. While being supervised by the Director, this person must take responsibility for problem identification, analysis and resolution, and share supervision of the clerical staff as assigned. Provides direction and support for K-12 library media specialists in selecting, evaluating, organizing, and sharing instructional resources in web-based platforms to ensure districtwide consistency and equity of access for students. Advises K-12 library media specialists on enhancing standard library practices related to curriculum and instruction.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in formulation of procedures, implementation of special projects, and planning on-going activities.

~~Identifies, creates, and maintains documentation on best practices and authority control list.~~

~~Provides professional development workshops to school library media specialists. Provides professional development to K-12 library media specialists in evaluating, organizing, and sharing resources in a web-based platform~~

~~Contributes to department newsletter and initiates listserv messages as appropriate. Compiles reports and makes recommendations as needed~~

~~Continues to acquire new skills, knowledge and competencies needed to improve work processes and shares them with center staff. Maintains knowledge of tools and trends in web-based curation of instructional resources~~

~~Maintains knowledge of trends in cataloging standards and library automation through participation in regional and national meetings and listservs. Maintains knowledge of trends in cataloging standards and library automation~~

~~Conducts site visits for problem identification, analysis and resolution. Provides direction and support for K-12 library media specialists in enhancing library practices related to curriculum and instruction~~

~~Works with systems analyst to develop recommendations for database management to facilitate functionality. Supports technical services by classifying and cataloging print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations~~

~~Provides information related to the organization of instructional resources. Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision~~

~~Continues to acquire new skills, knowledge and competencies needed to improve work processes~~

Performs other duties as assigned by the Director.

PHYSICAL DEMANDS

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activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree Master's Degree with Kentucky Certification in Library Media

School library certification Valid Kentucky-Teaching Certificate and Library Media Specialist Endorsement

Knowledge of current practices, new computer technologies and trends in bibliographic control Five (5) years successful library experience

Ability to communicate clearly, knowledgeably and personally orally and in writing Demonstrated ability to work cooperatively in a team situation

DESIRABLE QUALIFICATIONS

Strong service orientation

Demonstrated leadership ability

Experience in planning, developing, and conducting professional development programs

Demonstrated ability to write distinctly and organize and interpret data