



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF
EDUCATION**

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41017

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

05/24/2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Revise the job description of "Payroll Specialist" to the title of "Payroll/Benefits Specialist" and revise job responsibilities to reflect the new title.

APPLICABLE BOARD POLICY:

03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The job description of "Payroll Specialist" currently focuses on payroll related functions. Changing the job description to "Payroll/Benefits Specialist" will allow for cross training of employees covered by this job description and increase efficiencies within the Finance Department's operations.

FISCAL/BUDGETARY IMPACT:

\$0.

RECOMMENDATION:

It is recommended the job description of "Payroll Specialist" to the title of "Payroll/Benefits Specialist" and revise job responsibilities to reflect the new title.

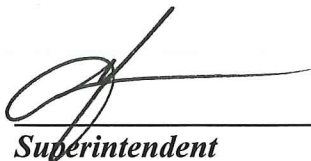
CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

Kenton County School District
Job Description: Payroll/**Benefits** Specialist
Job Class Number: **7192**

TITLE: Payroll/**Benefits** Specialist

QUALIFICATIONS:

1. High School graduate; Associate Degree preferred or equivalent work experience
2. Prior experience with Automated Payroll processing or work experience in a payroll department
3. Payroll experience in a public school system preferred
4. Experience collecting, compiling and entering payroll data using appropriate software
5. Knowledge of federal and state payroll regulations and requirements
6. Ability to communicate effectively both orally and in writing
7. Demonstrated competence in accounting/payroll responsibilities and respect for confidentiality.

REPORTS TO: ~~Finance Director~~ **Executive Director of Finance or designee**

SUPERVISES: None

JOB GOAL: To accurately process the bi-weekly payroll/benefit information in an efficient and effective manner in accordance with Board of Education Policies and federal/state regulations

PERFORMANCE RESPONSIBILITIES:

1. Processes payroll earnings and deduction information for employee hires, temporary workers, transfers, promotions, terminations and retirements
2. Processes deduction changes for income tax, retirement, annuities, health and medical insurance and other deductions as needed
3. Reviews and processes timesheets and payroll invoices for current payroll period
4. Maintains records of staff leaves and absences and their effect on employee pay in cooperation with Human Resources Department
5. Processes the bi-weekly payroll for all employees
6. Reviews and verify the bi-weekly payroll inputs and processing results
7. Creates all necessary files and reports from the bi-weekly payroll process
8. Prepares and maintains all necessary earning records, deduction records and similar payroll records
9. Processes year-end wage reports and statements for federal, state and local agencies and employees
10. Maintains a cooperative relationship and open communication with other district departments working to ensure the accuracy of employee pay and deductions
11. Reviews all payroll/**benefit** coding and accepts the importance of maintaining the accuracy of the administrative database
12. Advises supervisor of all unusual or extraordinary circumstances
13. Communicates actively with supervisor and the Human Resources department to reconcile issues as quickly and accurately as possible
14. Maintains confidentiality in regards to employee payroll records and personnel records

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15. Assists employees in using Employee Self Service to access their payroll history and data
16. Responds to employee inquiries and questions regarding bi-weekly payroll/**benefits**
17. Maintains a comprehensive record of current procedures and processing steps used in processing bi-weekly payroll
18. Participates in regional and state organization meetings concerning payroll processing and enhancements.
19. **Serve as one of the KEHP Insurance Coordinators for the district**
20. **Processes employee benefit enrollment and benefit change forms**
21. Performs such other duties as may be assigned
22. **Maintains regular attendance**

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230 days
- Salary Schedule: G14 on Classified Position Index
- **Fair Labor Standards Act (FLSA) Status: Non-exempt**

EVALUATION:

Performance of the position will be evaluated annually by the ~~Finance Director~~ **Executive Director of Finance or designee**

APPROVED: 07/10/2017

REVISED: 06/14/2018