



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

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

05/29/2019

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Addition of one (1) "Payroll/Benefits Specialist" position in the Finance Department effective 07/01/2019.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board"; 03.233 "Duties": Job Description

**HISTORY/BACKGROUND:**

The District currently employs one (1) Payroll/Benefits Specialist to process the bi-weekly payroll of 2,200 employees and substitutes, in addition to various payroll invoices and stipend positions. The addition of one payroll/benefits specialist will help reduce the processing volume placed on one individual, allow for the development and implementation of strategic initiatives to increase efficiency and reduce processing time associated with the payroll process and allow for cross-training of Finance department employees to account for times of high volume and employee absences.

**FISCAL/BUDGETARY IMPACT:**

Estimated \$56,216 (salary and benefits) based on G14 salary scale and assuming 10 years of experience.

**RECOMMENDATION:**


It is recommended one (1) additional "Payroll/Benefits Specialist" position be added to the Finance Department effective 07/01/2019.

**CONTACT PERSON:**

Susan Bentle, Executive Director of Finance; 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.*"