



NEW: Revised: Submitted:
 07/01/2019 05/14/2019
 07/01/2022 06/07/2022

JOB TITLE:	CLERK SENIOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8044
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works under the supervision of the coordinator, performing the training activities of the accounting clerks and their activities. Must be flexible in daily work schedule and set the scheduling of activities performed by each accounting clerk. Performs work that is varied and generally complicated. Requires minimum supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Performs training activities related to the functions of the accounting clerks, including all supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired
- Assists accounting clerks in solving accounting problems that arise in their daily work assignments in order to maintain and report accurate records
- Assists the coordinator in meeting special requests of the office, implementing use of new financial and control reports, implementing accounting code conversions, etc., in order to fulfill requests of project directors and other systemwide service office
- Assumes responsibility for the accounting on program contracts as schedule will allow, especially the unique contracts and those requiring special attention, in order to maintain the office work load requirements
- Performs supplemental functions as schedule will permit in order to complete monthly work cycle requirements
- Assists in the close-out procedure at the end of each fiscal year by coordinating the activities within the office with the approved close out calendar deadlines in order to achieve a fund balance on schedule
- Assists in providing information to the auditors in cooperation with the accounting clerk responsible for the contract in question in order to meet auditors' requests.
- Coordinates the sending of old records to archives annually
- Coordinates the organization of all accounting clerk records in files, open shelves and the general maintenance throughout the accounting clerk work areas
- Distributes the work load and back-up assignments of the accounting clerks as new contracts are received or new functions are added within the office to keep the work load of accounting clerks evenly distributed
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

~~Four (4) years experience as accounting clerk~~ Two (2) years of accounting experience

Knowledge of mathematical functions to perform accurate computations

Skills in using equipment in general use in an accounting office

Effective communication skills

DESIRABLE QUALIFICATIONS

Skills in word processing and other general office equipment

Ability to use a computer

Experience in a diverse workplace



Revised: 07/01/2022
Submitted: 06/07/2022

JOB TITLE:	CLERK SENIOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8044
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works under the supervision of the coordinator, performing the training activities of the accounting clerks and their activities. Must be flexible in daily work schedule and set the scheduling of activities performed by each accounting clerk. Performs work that is varied and generally complicated. Requires minimum supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Performs training activities related to the functions of the accounting clerks, including all supplemental functions, when new processes are added, when present employees need assistance, or when new employees are hired
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- Distributes the work load and back-up assignments of the accounting clerks as new contracts are received or new functions are added within the office to keep the work load of accounting clerks evenly distributed
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years of accounting experience

Knowledge of mathematical functions to perform accurate computations
Skills in using equipment in general use in an accounting office
Effective communication skills

DESIRABLE QUALIFICATIONS
Skills in word processing and other general office equipment
Ability to use a computer
Experience in a diverse workplace



NEW-Delete:
~~07/01/2021~~
08/01/2022

Submitted:
~~05/04/2021~~
06/07/2022

JOB TITLE:	SPECIALIST FISCAL OPERATIONS
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8024
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees all financial matters of the division and works with division directors on budget needs, oversight issues, and ensures compliance with Model Procurement regulations

Ensures timely payments for contractors and suppliers, and coordinates payment disputes and liens

Monitors financial tracking and advises on bond, annual capital outlay, and annual facility improvement fund projects

Supervises accounting and contracting staff

Manages and oversees the input of information into the project tracking system

Coordinates aspects of KAR 4:160, Capital Construction Process and ensure all appropriate Board of Education and Kentucky Department of Education approvals are received

Assists in the development of the District's Facility Plan and acts as liaison with the Kentucky Department of Education and the Local Planning Committee for all submittals and approvals

Oversees all requests for easements from public utilities, governmental agencies, and private industries

Coordinates with outside legal counsel, District's General Counsel, and Kentucky Department of Education to ensure proper execution of agreements

Assists in land acquisitions and other real estate matters

Represents the supervisor on issues related to the delivery of support services when assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

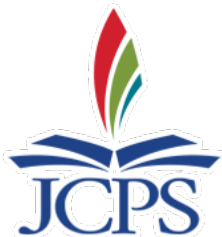
The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration

Three (3) years of work experience in accounting, budget development or business

Effective communication skills
Knowledge of general financial and business practices
DESIRABLE QUALIFICATIONS
Knowledge of computer applications
Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions
Evidence of ability to work with groups and agencies responsible for and concerned with school budgets
Experience in a diverse workplace



NEW: Revised
07/17/2019
07/01/2022

Submitted:
07/16/2019
06/07/2022

JOB TITLE:	TECHNICIAN FINANCE SYSTEM
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 8 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8623
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with system security for all financial systems. Assists with creating system reports, queries, and data extract files. Plans, develops, and implements training programs. Assumes responsibility of liaison between the department, locations, and vendors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with the maintenance of permissions security and system tables for all financial systems
Develops ad hoc reports, queries and extract files
Troubleshoots system set-up and data issues
Assists with maintaining and updating data information
Assists with developing training manuals for documenting processes and procedures
Assumes responsibility of liaison between the department and District locations and/or vendors regarding system security and data reporting
Assists with fiscal and calendar year-end closing to meet required deadlines
Compiles information as requested by District departments and/or open record requests
Performs data research and reconciliations
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. 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.
Three (3) years of experience in business finance or accounting
Ability to maintain accurate records and meet established deadlines
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in analyzing data and writing ad hoc reports
Experience in information technology or system maintenance

Ability to work well in a team situation
Experience in a diverse workplace



JOB TITLE:	TECHNICIAN FINANCE SYSTEM
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8623
BARGAINING UNIT:	CLAB

Revised
07/01/2022

Submitted:
06/07/2022

SCOPE OF RESPONSIBILITIES

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Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of experience in business finance or accounting

Ability to maintain accurate records and meet established deadlines

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in analyzing data and writing ad hoc reports

Experience in information technology or system maintenance

Ability to work well in a team situation

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/17/2019 07/16/2019
 07/01/2022 06/07/2022

JOB TITLE:	TECHNICIAN PAYROLL SYSTEM
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 8 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8479
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, Over-cap, and Differential pay, to ensure 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 ensures 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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is primarily sedentary. 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 of experience in payroll processing
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment.
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in analyzing data and maintaining system integrity
Experience in Kentucky school financial systems and reporting
Experience in a diverse workplace



Revised: 07/01/2022
Submitted: 06/07/2022

JOB TITLE:	TECHNICIAN PAYROLL SYSTEM
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8479
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.

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

Performs data research and reconciliation

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Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is primarily sedentary. 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 of experience in payroll processing
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment.
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in analyzing data and maintaining system integrity
Experience in Kentucky school financial systems and reporting
Experience in a diverse workplace



NEW: Revised:

Submitted:

07/17/2019

07/16/2019

07/01/2022

06/07/2022

JOB TITLE:	TECHNICIAN PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8079
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Responsible for insuring employee records and transactions related to pay, deductions and leave accruals are maintained accurately according to associated personnel actions. Assists with validating and insuring District time reporting and pay calculations are accurate and finalized by the required deadlines. Analyzes payroll time reporting and coordinates the resolution to exceptions. Assists with testing and implementing system programs. Provides customer service, training and guidance to District staff and employees. Assumes responsibility as liaison between the Payroll Department, Human Resources, District locations and employees. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for managing the processing of personnel actions for assigned workflow locations; confirms the accuracy of data maintained in employee master, job pay, deduction and leave accrual records; coordinates corrections with Human Resources; approves final posting of personnel changes in the live database by the required deadlines

~~Responsible~~ Assumes responsibility for verifying and processing payroll for regular, substitute, coach, extra service and supplemental pay; ensures personnel changes are captured accurately in Time & Attendance and the payroll warrant; coordinates changes with reporting locations

Ensures locations have finalized all time reporting by the required deadlines; assists locations with resolution to reporting issues

Analyzes payroll edit reports for compliance with District policies, procedures, union contracts and Wage & Hour Law; assumes responsibility for the resolution to errors and exceptions

Verifies accuracy of salaries paid; calculates and processes complex retroactive salary adjustments; administrators repayment arrangements resulting from salary overpayments

Assumes responsibility for calculating and processing the coordination of sick and assault pay with Worker Compensation

Assumes responsibility for accurately maintaining employee escrow withholdings and pay-outs

Calculates, prepares and submits supplemental payroll related to corrected/omitted time reporting, retirement/separation pay-outs, sick bank days and voided pay.

Assumes responsibility for maintaining proficiency in all District payroll and Time & Attendance systems as well as the appropriate usage of pay, deduction and leave accrual transactions.

~~Corresponds e~~Effectively, professionally and respectfully ~~corresponds~~ and provides guidance to District management, support staff and employees regarding payroll related questions regarding time reporting, policies and procedures

Ensures required payroll documentation is received and maintained in accordance with the records retention schedule

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

Performs self-directed data research and in-depth troubleshooting; works collaboratively with other Payroll team members to effectively maintain the accuracy of HR/Payroll data
Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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.
Three (3) years of successful payroll or bookkeeping experience
Ability to maintain accurate records and meet established deadlines
Ability to work well in a team environment
Ability to communicate in a professional, effective manner

DESIRABLE QUALIFICATIONS
Two (2) years of Human Resources or Benefits experience
Experience in Kentucky school financial systems and reporting
Experience in a diverse workplace



Revised: Submitted:
07/01/2022 06/07/2022

JOB TITLE:	TECHNICIAN PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8079
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Responsible for insuring employee records and transactions related to pay, deductions and leave accruals are maintained accurately according to associated personnel actions. Assists with validating and insuring District time reporting and pay calculations are accurate and finalized by the required deadlines. Analyzes payroll time reporting and coordinates the resolution to exceptions. Assists with testing and implementing system programs. Provides customer service, training and guidance to District staff and employees. Assumes responsibility as liaison between the Payroll Department, Human Resources, District locations and employees. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for managing the processing of personnel actions for assigned workflow locations; confirms the accuracy of data maintained in employee master, job pay, deduction and leave accrual records; coordinates corrections with Human Resources; approves final posting of personnel changes in the live database by the required deadlines

Assumes responsibility for verifying and processing payroll for regular, substitute, coach, extra service and supplemental pay; ensures personnel changes are captured accurately in Time & Attendance and the payroll warrant; coordinates changes with reporting locations

Ensures locations have finalized all time reporting by the required deadlines; assists locations with resolution to reporting issues

Analyzes payroll edit reports for compliance with District policies, procedures, union contracts and Wage & Hour Law; assumes responsibility for the resolution to errors and exceptions

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Assumes responsibility for maintaining proficiency in all District payroll and Time & Attendance systems as well as the appropriate usage of pay, deduction and leave accrual transactions.

Corresponds effectively, professionally, respectfully and provides guidance to District management, support staff and employees regarding payroll related questions regarding time reporting, policies and procedures

Ensures required payroll documentation is received and maintained in accordance with the records retention schedule

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

Performs self-directed data research and in-depth troubleshooting; works collaboratively with other Payroll team members to effectively maintain the accuracy of HR/Payroll data

Performs other duties as assigned by designated supervisor

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful payroll or bookkeeping experience

Ability to maintain accurate records and meet established deadlines

Ability to work well in a team environment

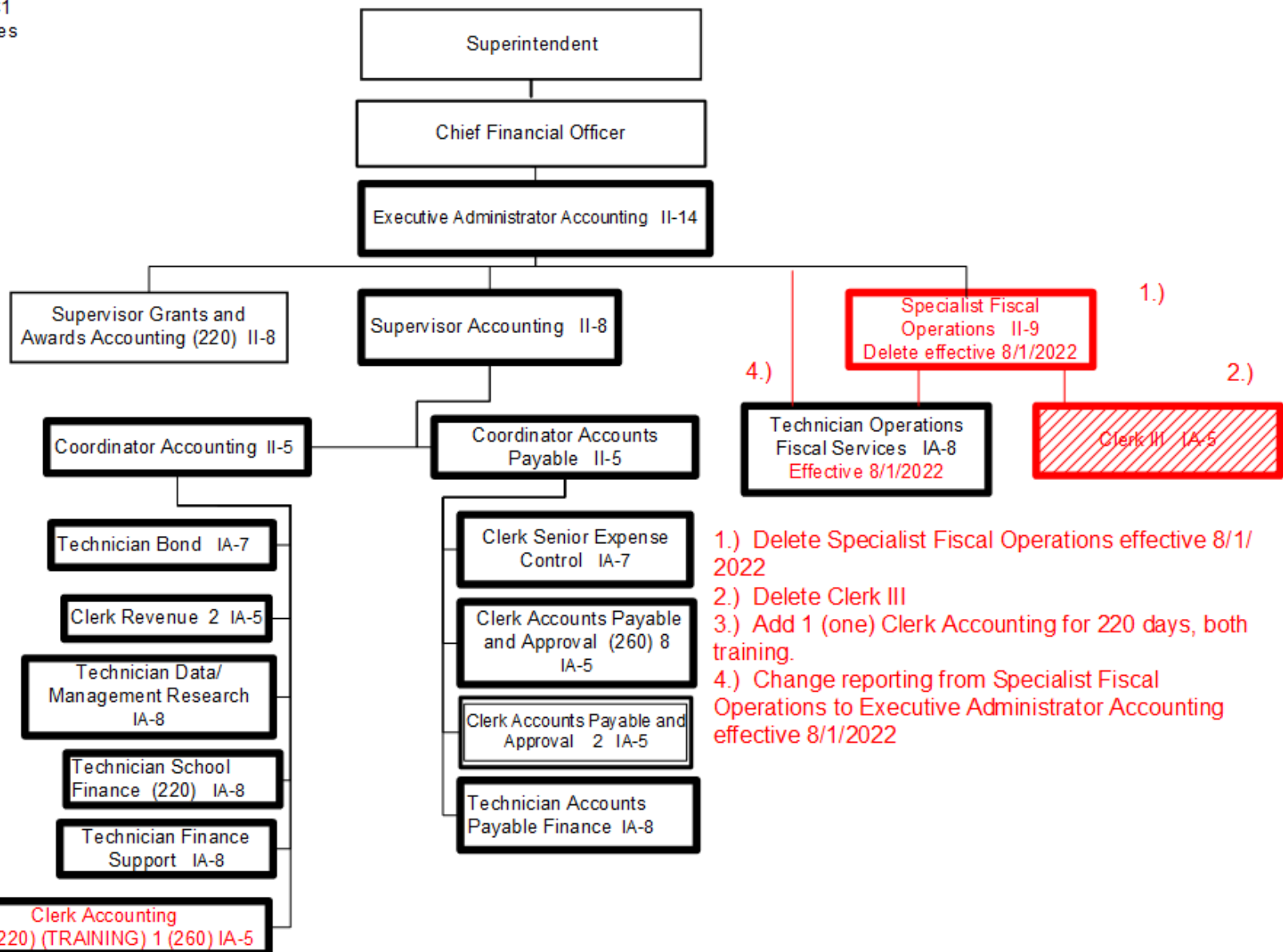
Ability to communicate in a professional, effective manner

DESIRABLE QUALIFICATIONS

Two (2) years of Human Resources or Benefits experience

Experience in Kentucky school financial systems and reporting

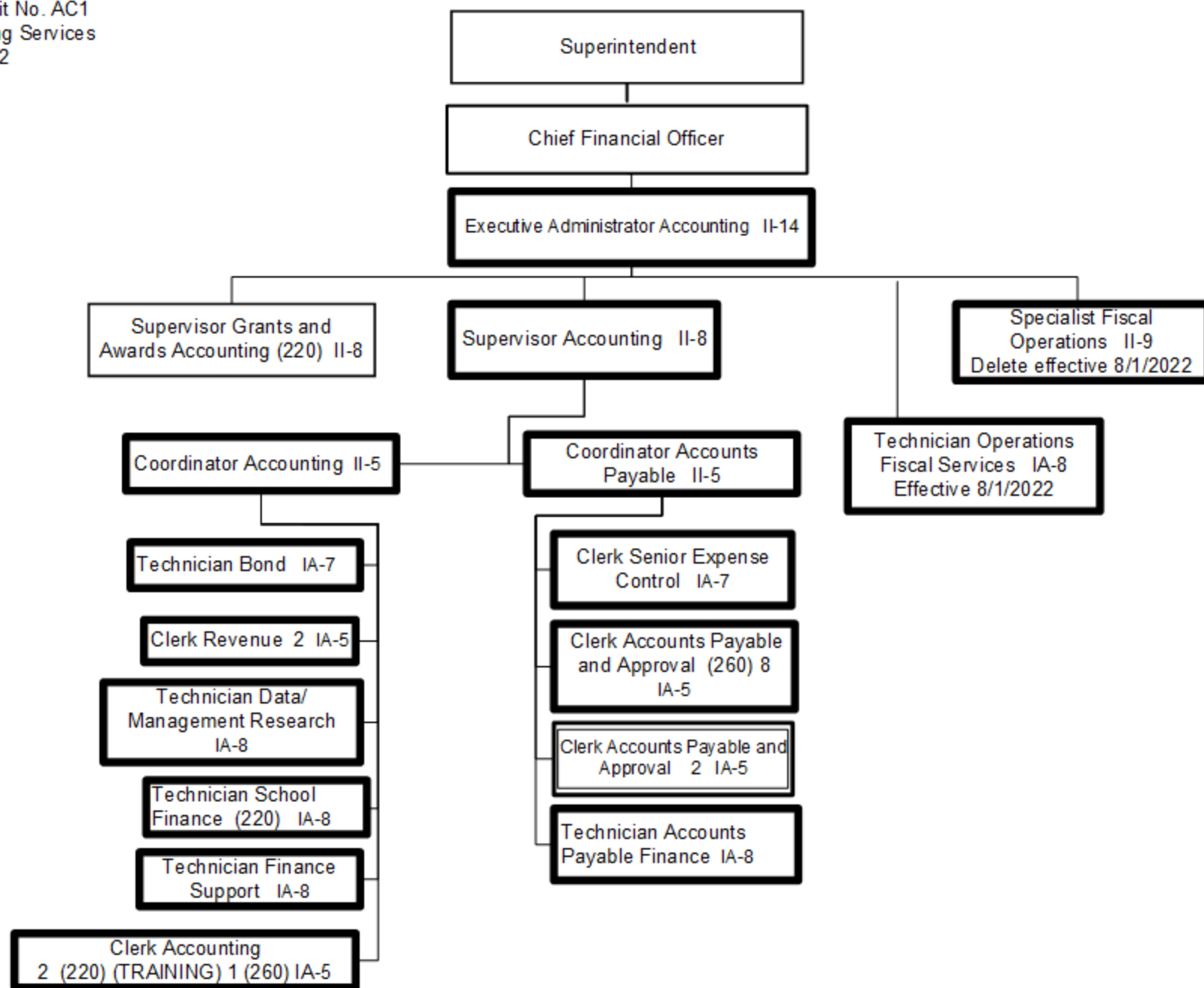
Experience in a diverse workplace



Summary:

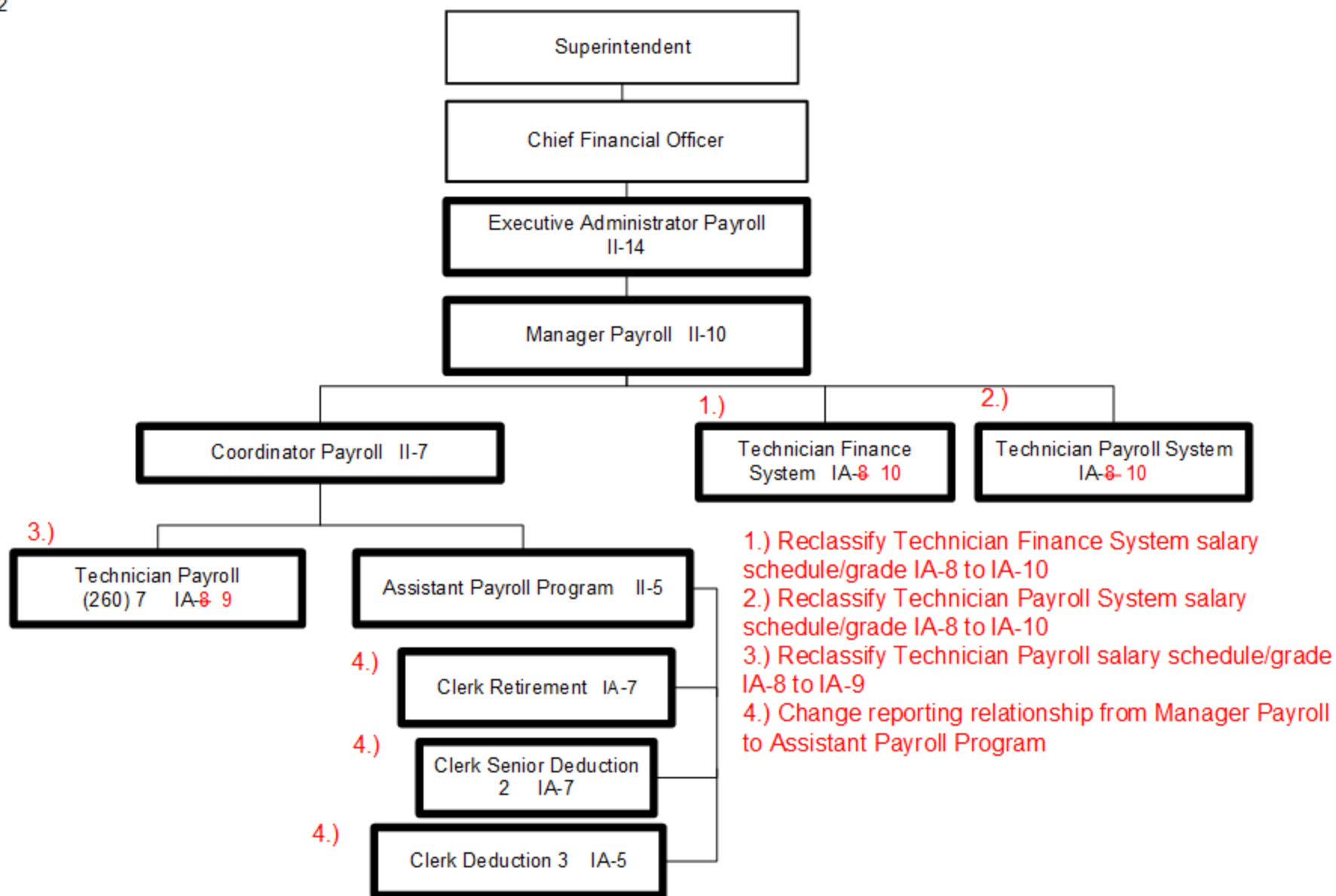
General Fund Positions: ~~25~~—24

Categorical Fund Positions: 2



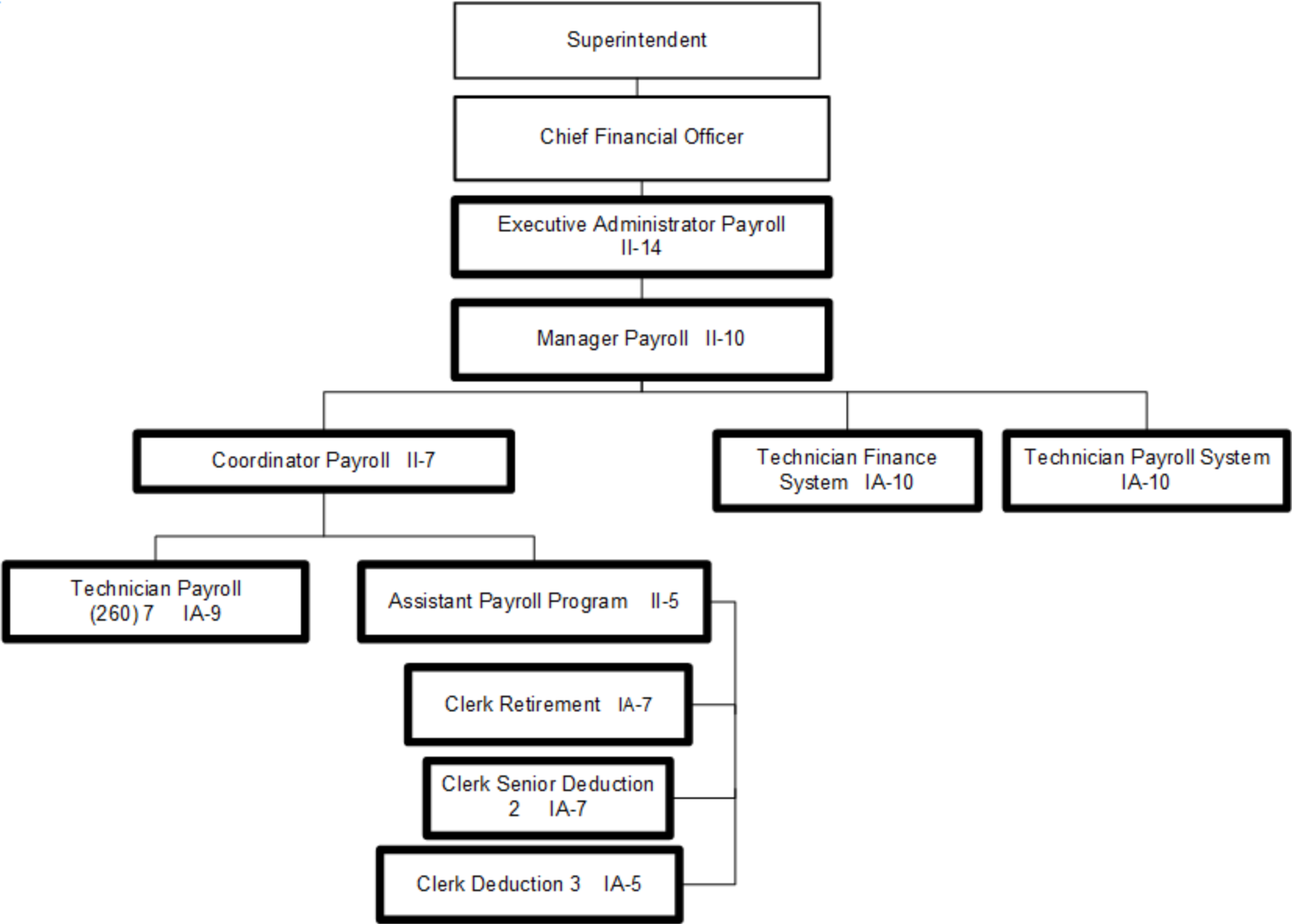
Summary:

General Fund Positions: 24
Categorical Fund Positions: 2



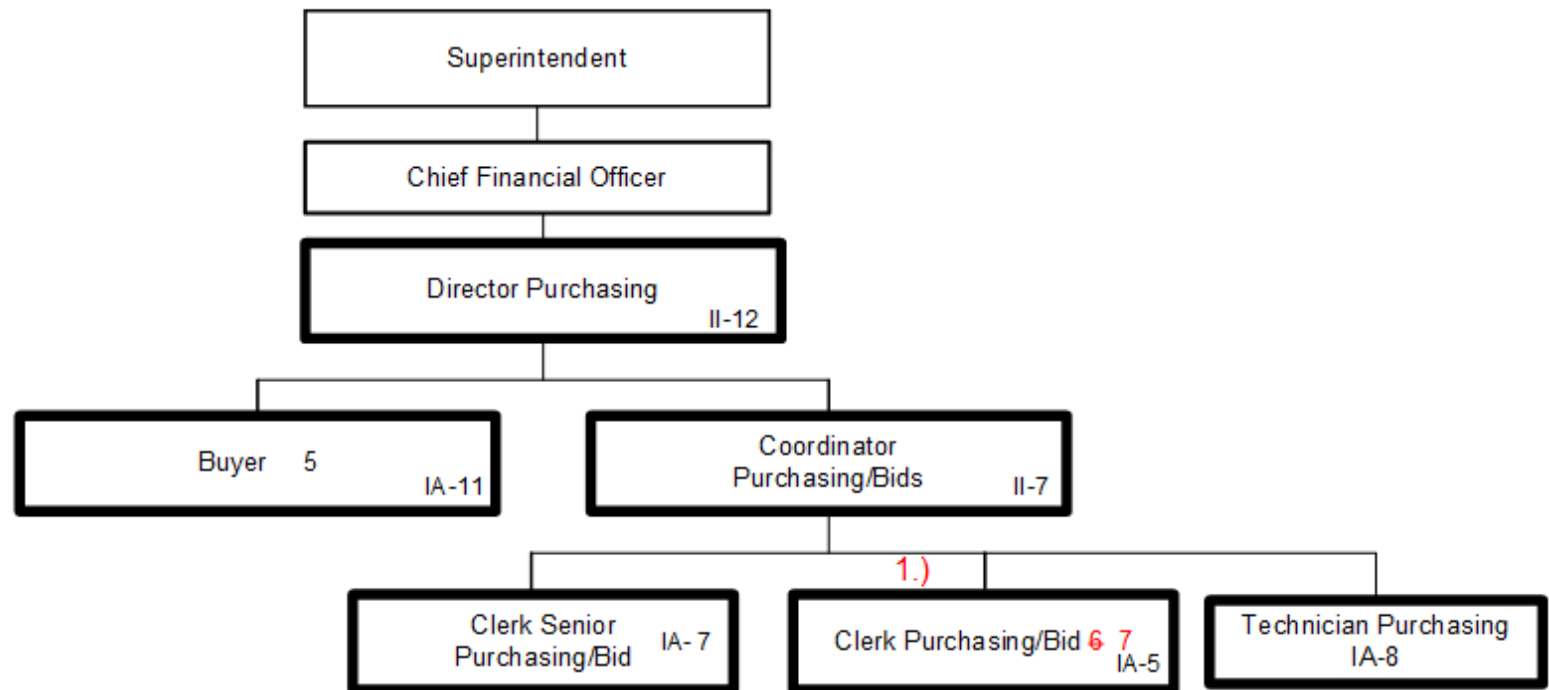
Summary:

General Fund Positions: 19
Categorical Fund Positions: 0



Summary:

General Fund Positions: 19
Categorical Fund Positions: 0

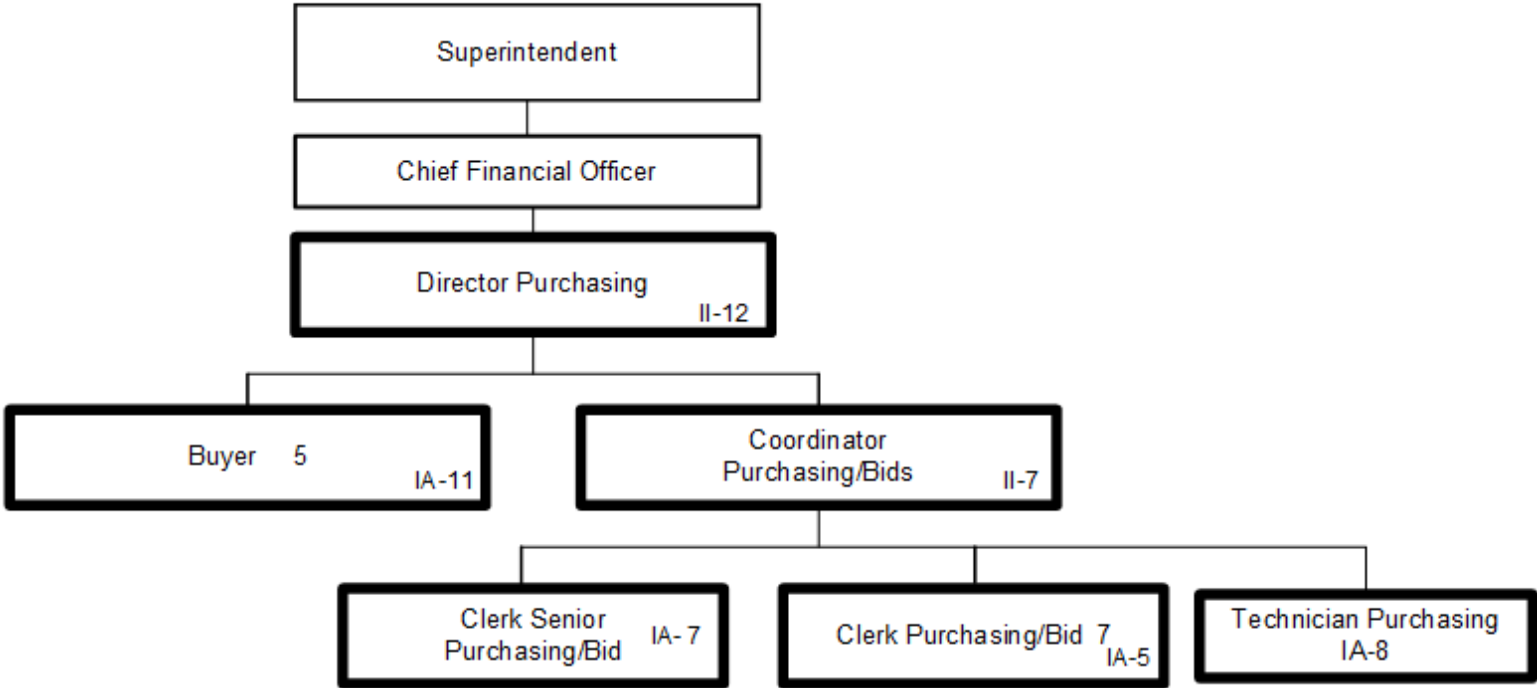


1.) Add one Clerk Purchasing/Bid

Summary:

General Fund Positions: ~~45~~ 16
Categorical Fund Positions: 0

Submitted ~~3/19/2020~~ 06/07/2022
Effective ~~7/1/2020~~ 07/01/2022



Summary:

General Fund Positions: 16
Categorical Fund Positions: 0