



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

Issue Paper

DATE:

5/27/2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of one additional Payroll/Benefit Specialist position in place of a vacant Finance/Bookkeeper position in the Finance Department.

APPLICABLE BOARD POLICY:

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

HISTORY/BACKGROUND:

Currently, the Finance Department consists of one Payroll/Benefits Specialist and three Finance/Bookkeeper positions. Due to volume of employee payroll transactions and implementation of Time and Attendance, along with the opportunity to restructure bookkeeping responsibilities, this proposal would allow for two Payroll/Benefits Specialist and two Finance/Bookkeeper positions. The net difference in pay and number of employees is unchanged.,

FISCAL/BUDGETARY IMPACT:

\$0

RECOMMENDATION:

Approval to the creation of one additional Payroll/Benefit Specialist position in place of a vacant Finance/Bookkeeper position in the Finance Department.

CONTACT PERSON:

Malina Owens

Principal/Administrator

Malina Owens

District Administrator

[Signature]

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.