

**NCLOSURE**  
**November 17, 2025**

**OLDHAM COUNTY BOARD OF EDUCATION**

**CONCERN**

In a continual effort to attract and retain quality staff in all our positions, it is necessary and timely to review certain positions when we have new vacancies.

**DISCUSSION**

To effectively combat turnover and the persistent difficulty in recruiting qualified personnel for the payroll function, two strategic adjustments are necessary. First, the position's compensation is requested to be elevated from pay scale 114 to 116. This increase is critical to achieving market competitiveness, which is essential for attracting and retaining the talent required to manage the complexity of accurate payroll processing. Second, updating the job description and renaming the title from "Payroll Clerk" to "Payroll Administrator" is recommended. This revised title more accurately reflects the expanded administrative scope, specialized expertise, and accountability inherent to the role. Implementing these changes represents a proactive investment that will stabilize departmental operations, reduce the significant costs associated with continuous training, and ultimately secure the consistent accuracy and compliance necessary for the organization.

Starting pay on the Unified Salary Index (116) starts at \$56,659 (\$27.24) with 0 years' experience and top out at \$85,592 (\$41.15) with 33 years of experience.

The current pay on the Unified Salary Index (114) starts at \$52,166 (\$25.08) with 0 years of experience and \$78,395 (\$37.69) with 33 years of experience.

**RECOMMENDATION**

Approve the change for job description revisions and salary adjustment for 1041.05AR-Payroll Clerk to Payroll Administrator and the Unified Salary Schedule 116.

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On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved the job description revisions and salary adjustment for 1041.05AR-Payroll Administrator to the Unified Salary Schedule 116.

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*Carley Clem, Board Chair*

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*Claudette Herald, Superintendent/Secretary*