



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: March 8, 2022

TITLE: Approval of Personnel Changes

BACKGROUND:

Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of March 7, 2022.

In addition, this agenda item provides the following job descriptions for consideration and approval by the Governing Board. The changes to these job descriptions stem from a restructuring of the Human Resources and Finance Departments to enable them to provide additional supports for site hiring and processing of school site needs.

- Benefits Specialist
- Budget Technician
- District Substitute Coordinator
- Human Resources Generalist
- Human Resources Recruitment Specialist
- Human Resources Specialist
- Payroll Specialist – Lead

RECOMMENDATION:

It is the recommendation of the Administration that the personnel changes be approved as presented.

INITIATED BY:

Michelle H. Tong, J.D., Associate to the Superintendent

Date: March 7, 2022

Todd A. Jaeger, J.D., Superintendent

3/8/2022

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Ross	Linda	Speech/Language Pathologist	CT-PR	Wetmore Center	Decrease FTE		N/A	<0.1> FTE
DaDeppo	Lisa	Teacher - REACH	CT	CDO High School	Transfer		0 Years	*
Lawrence	Mia	Teacher - REACH	CT	Mesa Verde Elementary	Decrease FTE		N/A	<0.1 FTE>
Loera	Adriana	Teacher - ED (SPED) Classroom	CT	Keeling Elementary	Transfer		N/A	*
Miller	Sally	Teacher - REACH	CT	Ironwood Ridge High	Transfer		N/A	*
Silva	Laura	Social Worker	CL-PR	Mesa Verde Elementary	Decrease FTE		N/A	*<0.6 FTE>
Althouse	Eileen	Budget Technician	CL	Wetmore Center	Market Adjustment	11	+\$0.79	
Bodenheimer	Michele	Payroll Specialist I	CL	Wetmore Center	Market Adjustment	10	+\$1.63	
Cronk	Wendy	District Substitute Coordinator	CL	Wetmore Center	Market Adjustment	12	+\$2.76	
Cuestas	Stephanie	HR Specialist	CL	Wetmore Center	Market Adjustment	10	+\$1.63	
Curtis	Casie	Accountant	CL	Wetmore Center	Market Adjustment	14	+\$1.93	
Cuyler	Wayne	Bus Driver	CL	Transportation	Increase FTE		N/A	+0.2312 FTE
Folk	Cori	Benefits Specialist	CL	Wetmore Center	Market Adjustment	10	+\$1.63	
Harasimowicz	Nicole	HR Specialist	CL	Wetmore Center	Market Adjustment	10	+\$1.63	
Holyoak	Melissa	Payroll Specialist - Lead	CL	Wetmore Center	Market Adjustment	12	+\$1.95	
Hout	Rebecca	Accountant	CL	Wetmore Center	Market Adjustment	14	+\$1.93	
Keefe	Sandra	Budget Technician	CL	Wetmore Center	Market Adjustment	11	+\$0.79	
Kernohan	Kimberly	Bookkeeper II	CL	Wetmore Center	Market Adjustment	7	+\$0.55	
Luna	Jennifer	Budget Technician	CL	Wetmore Center	Market Adjustment	11	+\$0.79	
Moore	Madelyn	Bookkeeper II	CL	Wetmore Center	Market Adjustment	7	+\$0.55	

*	2022-2023 School Year	ADCT	Addendum Certified
Addendum	Employee receiving extra-curricular position or stipend	ADCL	Addendum Classified
Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Ruiz	Rebecca	HR Specialist	CL	Wetmore Center	Market Adjustment	10	+\$1.63	
Salazar	Isaias	Bus Driver	CL	Transportation	Increase FTE		N/A	+0.1520 FTE
Tapia	Arcadia	Budget Technician	CL	Wetmore Center	Market Adjustment	11	+\$0.79	
Berger	Ian	Coach - Basketball Assistant MS	ADCT	Coronado K-8 School	Addendum			\$1,400.00
Berry Kelly	Monique	ADDN - Curriculum Development	ADCT	Walker Elementary	Addendum			\$25.00 per hour
Blount	Denita	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Borden	Kylie	ADDN - Technology Coach MS	ADCT	Amphi Middle School	Addendum			\$756.10
Davis	Shelby	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Dodd	Kathryn	Coach - Track Head HS	ADCT	La Cima Middle School	Addendum			\$1,700.00
Emans	Deborah	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Escalante	Ana	ADDN - Certified Tutor	ADCT	Cross Middle School	Addendum			\$42.00 per hour
Foster	Jennifer	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$42.00 per hour
Guymon	Kate	ADDN - Curriculum Development	ADCT	La Cima Middle School	Addendum			\$25.00 per hour
Harder	Kawna	ADDN - Homebound	ADCT	Wetmore Center	Addendum			\$42.00 per hour
Holt	Kris	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Jameson Christia	Leslie	ADDN - Curriculum Development	ADCT	Wilson K-8 School	Addendum			\$25.00 per hour
Lange	Brockton	ADDN - Curriculum Development	ADCT	Amphi High School	Addendum			\$25.00 per hour
Lee	Auvie	ADDN - Certified Tutor	ADCT	Cross Middle School	Addendum			\$42.00 per hour
Lepore	Andrew	ADDN - Drama HS	ADCT	Ironwood Ridge High	Addendum			\$2,250.00
Lepore	Andrew	ADDN - Musical Director HS	ADCT	Ironwood Ridge High	Addendum			\$2,136.00
Mendez	Melisa	ADDN - Certified Tutor	ADCT	Amphi Middle School	Addendum			\$42.00 per hour
Mounts	Deborah	ADDN - Extra Hours	ADCT	Federal/State Programs	Addendum			\$33.89 per hour

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Added Duty	Employee working additional hours or days	ADACS	Addendum Amphi Community Schools
Additional Position	Employee working an additional position	CT-AD	Certified Administrative
Correction	Correction to contract	CT	Certified
Decrease FTE	Decrease in hours	CL-AD	Classified Administrative
Extension	End date being extended	CL	Classified
Increase FTE	Increase in hours/contract	PR	Professional
Promotion	Employee receiving a promotion to another position	EL	Elementary
Reassignment	Employee moving to another position at the direction of the administration	MS	Middle School
Status Change	Employee changing status (i.e. short term to career)	HS	High School
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Papajohn	Sarah	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Post	Trina	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Radtke	Heidi	ADDN - Certified Staff Trainer	ADCT	Wetmore Center	Addendum			\$30.00 per hour
Rouille	Doreen	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$30.00 per hour
Rouille	Doreen	ADDN - Certified Tutor	ADCT	Ironwood Ridge High	Addendum			\$42.00 per hour
Williams	Doreen	ADDN - Certified Staff Trainer	ADCT	Donaldson Elementary	Addendum			\$30.00 per hour
Wolf	Amber	ADDN - Curriculum Development	ADCT	Rio Vista Elementary	Addendum			\$25.00 per hour
Cano	Manuel	ADDN - Extra Hours	ADCL	Amphi Middle School	Addendum			\$12.80 per hour
Cervantes	Dulce	ADDN - Extra Hours	ADCL	La Cima Middle School	Addendum			\$12.80 per hour
Coronado Rios	Jesus	ADDN - Extra Hours	ADCL	Rio Vista Elementary	Addendum			\$13.27 per hour
Schrepfer	Sandra	ADDN - Extra Hours	ADCL	Wilson K-8 School	Addendum			\$14.50 per hour

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Transfer	Employee moving from one position to another		



BENEFITS SPECIALIST

QUALIFICATIONS

A. REQUIRED

- Associate's degree or two years of college coursework in business, human resources or equivalent. Three years of progressive administrative or human resources support work may substitute for the degree
- One year of work experience in administrative support positions, including progressive human resources or benefits experience
- Demonstrated knowledge of word processing, database, presentation and spreadsheet applications

B. DESIRED

- Previous experience in benefits administration
- Bilingual/Spanish speaking
- Knowledge of benefit plans and applicable laws

SUMMARY

Serves as liaison with employees and benefit providers. Serves as District expert regarding benefit plans, leaves of absence, and assisting employees with information and options. Performs work of a confidential, varied and moderately complex nature to assist employees and insurance providers.

Reports to: District Benefits Manager

ESSENTIAL FUNCTIONS

- Processes leaves of absence including following applicable laws, leave options, interaction with disability options, use of paid leave time and impact on insurance eligibility
- Conducts new employee/newly eligible benefit orientations to explain options, policies, open enrollments, procedures, and related information pertaining to the District
- Provides guidance to Administrative Assistants, Principals and Managers on leaves of absences, open enrollment, and wellness initiatives
- Develops and maintains strong partnerships with schools and departments for a broad range of issues regarding employee benefits
- Calculates benefit deductions, amounts owed when employees are not paid, and enters all benefit deductions into the payroll system
- Provides leave of absence information to Finance and interacts with Finance on benefit deduction issues on a daily basis
- Enters and updates all employee, dependent and benefit information into the benefits enrollment system
- Assists with issuing ID badges and maintaining the badge system
- Creates, updates and modifies the presentations for benefit orientations and open enrollment



BENEFITS SPECIALIST

- Coordinates all wellness activities including creating the communication pieces, follow up with the site wellness contacts, running the wellness campaigns and interaction with the wellness providers
- Assists employees with questions, concerns and issues on using their benefits
- Liaisons with benefits providers and benefit consultant to assist employees, when necessary
- Assists with reconciliation of benefit provider invoices
- Acts as a department liaison between the District, its employees and all benefit providers
- Generates correspondence with regard to leaves of absences, benefit eligibility and insurance deductions
- Creates and/or processes personnel actions around leaves of absences, benefit eligibility, including those that are federally mandated such as FMLA, ACA, COBRA, and ADA requirements
- Maintains benefits database information for employees
- Calculate and input benefit deductions to meet established schedules
- Communicates and builds strong working relationships with vendors
- Promotes and supports District-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to apply strong statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to work alone and as part of a team
- Ability to answer difficult client questions
- Ability to perform tasks requiring manual dexterity



BUDGET TECHNICIAN

QUALIFICATIONS

A. REQUIRED

- High School Diploma or GED
- Four years of accounting and/or budget experience
- Experience with word processing, spreadsheet, and database software
- Equivalent combination of education/training/experience

B. DESIRED

- Associate's degree in Accounting, Finance, Business Administration or a directly related field
- Experience in school finance and grants management

SUMMARY

Analyzes budgets for accuracy and determines approval of spending requests. Oversees, monitors, and maintains financial/budget and/or position control data for assigned area(s), grants, or programs.

Reports to appropriate Administrator

ESSENTIAL FUNCTIONS

- Assists in budget development and processes for one or more programs and grant projects. Allocates funds by doing budget transfers and changes
- Analyzes multiple budgets for accuracy in accounting, expenditures and allowability and finds errors for corrections
- Collaborates, communicates and meets with administrators to discuss accounting, position control, and budgetary effects of an area(s)
- Oversees, monitors and maintains one or more budgets and/or accounts such as District, State/Federal, Staffing, Grants Fiscal Control, and other budgets and/or accounts in one or more areas. Determines the availability of funds. Modifies budgets within established guidelines.
- Records, reconciles, and corrects journal entries. Performs bookkeeping and accounting functions within the USFR guidelines
- Resolves a variety of financial problems within established guidelines for the District
- Prepares and reviews documents such as personnel action forms, request to advertise forms, purchase orders, school and department requisitions, release forms, transportation requests, supply orders, and invoices
- Verifies availability of funds
- Prepares financial, position control, personnel, and/or program reports within established guidelines
- Maintains position control data and staffing allocations; communicates with site administrators on current allocations/FTE and changes
- Provides technical assistance to staff on policy and procedures
- Notifies site administrators of staffing allocations and necessary reductions and/or additions of personnel



BUDGET TECHNICIAN

- Assists the District staff on closing the books and preparing reports for current fiscal year activities
- Performs and/or assists in maintaining the projected budget activities for the next fiscal year
- Composes memos on own initiative
- Serves as a liaison between the Financial Office, Vendors, Human Resources, Information Technology
- Types using the computer to input and correct financial, and/or position control, and/or personnel data
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to effectively communicate, both verbally and in writing
- Ability to read, understand, evaluate, and interpret information in manuals
- Ability to perform functions from written and oral instructions
- Ability to sort, separate and file documents and forms
- Strong analytical ability
- Ability to concentrate for extended periods of time
- Ability to process complicated mathematical computations
- Ability to reach, stoop, lift, twist, bend, pull, reach and occasionally carry up to 20 pounds
- Ability to sit for extended periods of time
- Ability to multi-task in an office setting
- Ability to research, analyze and formulate decisions quickly



DISTRICT SUBSTITUTE COORDINATOR

QUALIFICATIONS

A. REQUIRED

- Associate's degree or two years of college coursework in business, human resources or equivalent. Three years of progressive human resources or administrative support work may substitute for the degree
- One year of work experience in progressive human resources, payroll, and/or administrative support positions
- Demonstrated knowledge of word processing, database and spreadsheet applications

B. DESIRED

- Previous experience working in a school setting
- Bilingual/Spanish speaking
- Knowledge of employment laws

SUMMARY

Oversees the placement of certified and classified/support staff substitutes for the District; maintains the District's automated substitute management system; and performs responsible human resources functions of a confidential, varied and moderately complex nature.

Reports to: Human Resources Manager

ESSENTIAL FUNCTIONS

- Maintains the District's automated substitute management system including day to day maintenance, data entry and preparation of reports as needed
- Receives and screens all (certified and classified) substitute applications, notifies substitute applicant of status of application and determines suitability for employment
- Conducts reference checks on substitutes being considered for employment
- Processes all substitute documentation, background checks, tax withholding forms, employment verification processes such as the I-9 and E-Verify and all other new hire related paperwork
- Prepares files of recommended candidates for hire in the District
- Monitors and tracks substitute teacher certificates and fingerprint clearance and notifies if nearing expiration
- Assists with identifying substitutes for long-term placement and assignments with specific needs
- Provides guidance to building principals and department managers concerning substitute employment and placement
- Develops and maintains strong partnerships with schools and departments for a broad range of issues regarding substitute employment
- Prepares materials, organizes, and conducts substitute orientation and training
- Oversees and/or reconciles all daily certified absences and hours worked by substitutes (both certified and classified)



DISTRICT SUBSTITUTE COORDINATOR

- Exports/imports substitute and absence data from SMS to the ERPS
- Audits and confirms the accurate transfer of data from the substitute management system (SMS) and the enterprise resource planning system (ERPS)
- Reviews and prepares substitute pay records for payroll processing
- Prepares and updates substitute handbook and assists with general Human Resources correspondence including annual notice of reasonable assurance
- Reviews and monitors all substitute evaluations and forwards to the Human Resources Manager as appropriate
- Compiles, prepares and processes administrative reports (including Board agenda items) regarding employment actions
- Attends job fairs and prepares recruitment materials as needed
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to apply strong statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to work alone and as part of a team
- Ability to answer difficult client questions
- Ability to perform tasks requiring manual dexterity



HUMAN RESOURCES GENERALIST

QUALIFICATIONS

A. REQUIRED

- Associate's degree in business, human resources, or equivalent; or two years of college coursework in a related field
- Three years of administrative/progressive clerical experience or human resources experience
- Demonstrated knowledge of word processing, spreadsheets, databases, and software applications
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience working in a school setting
- Bilingual/Spanish speaking
- Knowledge of employment related laws

SUMMARY

Performs responsible personnel functions of a varied, involved, and confidential nature in Human Resources (HR) Department; and provides administrative support/services of a complex nature on behalf of the department head. Oversees and processes the District's workers' compensation program; processes unemployment claims; assists with job description development and maintenance; and processes personnel actions such as hires, terminations, and addendums; and serves as the lead human resources specialist.

Reports to: Human Resources Manager

ESSENTIAL FUNCTIONS

- Provides professional, courteous, and timely customer service at all times
- Serves as an intermediary between supervisor and other officials, businesses, or the general public
- Functions in a line or staff capacity relative to analyzing, planning, supervising, establishing, and maintaining effective working relations with others
- Gathers data, supplies information, explains policy and procedure, and assists in solving complex problems at the procedural level
- Advises supervisor of pertinent developments, the need for policy statements or executive action and may assist in developing or recommending procedures
- Supervises or coordinates an administrative function, prepares and/or reviews a variety of management reports and assists various sections in budget preparations
- Provides technical assistance to line and staff officials, represents the agency at meetings and conferences pertinent to area of responsibility, and coordinates activities with other staff members
- May be delegated authority to administer specific types of budget expenditures
- Ensures timely processing of workers' compensation claims



HUMAN RESOURCES GENERALIST

- Reviews and evaluates accident/incident reports for accuracy and completeness; and to identify patterns of injury to determine unsafe working behavior(s) or condition(s)
- Serves as liaison to the District's industrial insurance carrier regarding all claims including compensatory claims
- Processes unemployment insurance (UI) benefit claims on behalf of the District
- Reviews quarterly UI benefit invoices from the Arizona Department of Security for accuracy
- Performs all duties of an HR Specialist
- Serves as Lead HR Specialist by providing guidance to HR Specialists regarding personnel actions such as hires, terminations, and addendums
- Attends job fairs and prepares recruitment materials
- Responds to requests for employment and personnel action information
- Generates correspondence for the Human Resources Manager regarding employment actions
- Routinely compiles, prepares, and processes administrative reports of a complex nature as needed/requested
- Assists in the maintenance of the District's job descriptions
- Assists in preparing and conducting wage and salary surveys, as necessary
- Serves as "back-up" to District Substitute Coordinator
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to occasionally lift to twenty (20) pounds
- Ability to multi-task in an office setting
- Ability to calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing



HUMAN RESOURCES RECRUITMENT SPECIALIST

QUALIFICATIONS

A. REQUIRED

- Associate's degree or two years of college coursework in business, human resources, or equivalent or three (3) years of progressive human resources or administrative support work may substitute for the degree
- One year of work experience in progressive human resources, payroll, and/or other administrative support positions

B. DESIRED

- Prior recruitment experience
- Prior experience working in an educational setting
- Bilingual/Spanish speaking
- Knowledge of employment laws

SUMMARY

Assists Human Resources administration with the recruitment of prospective candidates for career opportunities within the District to include community networking, advertising of positions, interviewing candidates, conducting background checks, administering pre-employment tests, and recommending candidates for hire.

Reports to: HRIS Analyst

ESSENTIAL FUNCTIONS

- Establishes and supports recruiting requirements and goals by studying the District's strategic plan and objectives
- Collaborates with hiring supervisors and principals to determine hiring needs of the sites
- Develop partnerships with universities, community services and agencies, providing District information, opportunities, and benefits; maintain rapport
- Attends job fairs, places job advertisements, uses newspapers, jobsites, and social media platforms to attract quality candidates
- Assists HR Manager with advertising and recruitment related activities for the District, including organization of the District's annual teacher career fair and updates to the District's Employment website
- Processes "requests to advertise" and maintains the job posting section of the Human Resources website
- Assists in screening, interviewing, analyzes responses, and comparing qualifications of candidates to job requirements
- Conducts backgrounds check on recommended candidates to include fingerprint clearance and prior employment references
- Confers with applicants and prepares correspondence regarding the outcome of application screening, requirements, and interview selection
- May facilitate the administrative review of candidate files
- Schedules and administers various pre-employment tests



HUMAN RESOURCES RECRUITMENT SPECIALIST

- Prepares and/or reviews a variety of moderately complex reports related to recruitment, advertised positions, retention, and turnover data
- Tracks position openings, turnover and exit interviews to determine areas of improvement
- May serve as back-up to HR's general hiring function during times of high volume and need
- Communicates effectively, in a diverse setting
- Excellent critical thinking skills to evaluate best solutions
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs all duties with patience, courtesy, and tact
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to multi-task in an office setting
- Ability to interpret policies and communicate to others
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to meet deadlines under time constraints
- Ability to communicate with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to stand for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to carry computer and job fair/recruiting event-related equipment as needed



HUMAN RESOURCES SPECIALIST

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED
- Two years of administrative/progressive clerical experience or human resources experience
- Demonstrated knowledge of word processing, database and spreadsheet applications
- Equivalent combination of education/training/experience

B. DESIRED

- Associate's degree or two years of college coursework in business, human resources, or equivalent.
- Previous experience working in a school setting
- Bilingual/Spanish speaking
- Experience with certified substituting
- Knowledge of employment related laws

SUMMARY

Performs responsible human resources functions of a confidential, varied and moderately complex nature in the Human Resources Department.

Reports to: Human Resources Manager

ESSENTIAL FUNCTIONS

- Provides professional, courteous, and timely customer service at all times.
- Prepares files of recommended candidates for hire in the district.
- Determines compensation, based upon experience and informs the recommended candidate, other departments and sites of a hiring or promotional starting pay rate.
- Conducts new employee orientations to explain policies, open enrollments, procedures, salary structures, and related information pertaining to the District.
- Provides guidance to building principals and department managers concerning employment interviewing, hiring procedures and benefits.
- Develops and maintains strong partnerships with schools and departments for a broad range of issues regarding employment.
- Prepares contracts and computation information sheets.
- Provides personnel action information to Finance for position control purposes.
- Records and/or changes budget codes for personnel in the database.
- Provides information regarding policies and procedures to employees and applicants.
- Attends job fairs and prepares recruitment materials.
- Responds to requests for employment and personnel action information.
- Consults with Payroll regarding salary questions.



HUMAN RESOURCES SPECIALIST

- Acts as a department liaison between the District and the Arizona State Department of Education's Certification office for certification issues, including emergency certifications and reciprocity.
- Manages certification tracking systems for job candidates.
- Generates correspondence for the Human Resources Manager with regard to employment actions.
- Processes personnel actions, including those that are federally mandated such as FMLA, OSHA, FLSA wage and hour compliance and ADA requirements.
- Maintains database information for employees.
- Compiles, prepares and processes administrative reports (including Board agenda items) regarding employment actions.
- Provides general direction to the HR Data Technicians regarding recruitment and open positions that have been filled.
- Assists in preparing and conducting wage and salary surveys, as necessary.
- Conducts substitute, transportation and food services job fairs and orientations.
- Coordinates substitute office functions, as assigned.
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to apply strong statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to work alone and as part of a team
- Ability to answer difficult client questions
- Ability to perform tasks requiring manual dexterity



PAYROLL SPECIALIST - LEAD

QUALIFICATIONS

A. REQUIRED

- Two years of college with a major in business or equivalent
- Three years of previous experience in accounting or bookkeeping Demonstrated knowledge of bookkeeping techniques, accurate and reasonable speed in arithmetic operation
- Demonstrated aptitude in the use of computer applications, word processing, database programs, spreadsheets, calculators, and 10-key adding machines
- Five years of related experience may substitute for two years of college

B. DESIRED

- Six years of previous experience, including experience in a public school setting
- Previous experience in a school district or university
- Course work in accounting, mathematics, or other related field

SUMMARY

Functions as the lead Payroll Specialist I serving in the Payroll Department in matters concerning pay status and related areas.

Reports to: Payroll Manager

ESSENTIAL FUNCTIONS

- Performs all duties of Payroll Specialist I and a variety of highly skilled functions relative to the computerized payroll function
- Maintains personal contact with district employees; answers questions of a pertinent nature regarding pay status and compensable benefits
- Provides lead technical assistance and guidance to staff
- Performs periodic audits of employee payroll records
- Serves as back-up for Payroll Manager as needed
- Prepares salary and wage payrolls, including deductions and processing of timesheets
- Handles necessary payroll deductions such as tax levies, child support and garnishments
- Compiles, prepares and processes special reports and forms of a complex nature
- Prepares monthly withholding tax deposits and quarterly and annual reports on income tax withheld. Prepares and issues W-2 statements at the end of each year
- Prepares and distributes payroll deduction reports, OASI quarterly and related reports, and the account distribution of vouchers for matching of certain payroll deductions
- Gathers data and makes complex payroll analysis or statistical reports regarding budgetary status – monitors budgetary status relative to federal and state grants
- Prepares reports pertinent to Industrial injuries or illness
- Prepares correspondence of a moderately technical nature regarding matters of finance and time-clock system
- Advises supervisor of pertinent developments, the need for policy statements or executive action and may assist in developing or recommending procedures
- Serves as an intermediary between supervisor and other officials, employees, businesses, and the public
- Incumbent will exhibit patience, courtesy, and tact in dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required



PAYROLL SPECIALIST - LEAD

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- Ability to process complicated mathematical computations
- Ability to effectively communicate with a wide variety of people; and a high degree of understanding in dealing with people under varying conditions, situations, and circumstances
- Ability to work alone and as part of a team
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate digital office equipment