

GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: September 10, 2019

TITLE: Approval of Personnel Changes

BACKGROUND:

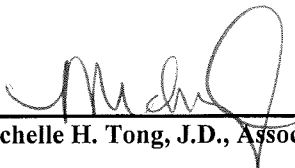
Changes in the employment status of employee(s) and/or job description(s) will be presented herein. Changes are current as of September 9, 2019. The following job description (correction to level) is being presented:

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 September 9, 2019


Todd A. Jaeger, J.D., Superintendent

9/10/2019

GOVERNING BOARD MEETING PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Parham	John	College Advis' Counselor	CT-PR	Amphi High School	Transfer	COUN-M/	<\$2100>	
Daigle	Joyce	Academic Intervention Tch	CT	Keeling Elementary	Increase FTE	CTT-MA	N/A	
Carry Robinson	Geneva	Manager-Bookstore	CL	Amphi High School	Promotion	J	+\$3.12	
Caska	Stephen	Transportation Attendant	CL	Transportation	Transfer	B	N/A	
Escarriga Castro	Frانيا	Crossing Guard	CL	Holaway Elementary	Additional Position	A	N/A	
Jansen	Sara	Preschool Aide/Caregiver	CL	Painted Sky Elementary	Additional Position	A	N/A	
Rice	Carrie	Secretary II	CL	Wetmore Center	Transfer	F	N/A	
Acevedo	Stephanie	Swimming Head Coach	HS ADCT	Amphi High School	Addendum			\$3000.00
Appelt	Megan	Dept Head-Foreign Lang	HSADCT	Ironwood Ridge High	Addendum			\$3350.00
Arredondo	Mateo	Math Counts MS	ADCT	Amphi Middle School	Addendum			\$950.00
Bais	Ryan	Golf HS	ADCT	Ironwood Ridge High	Addendum			\$2600.00
Balachandran	Devahi	Amphi Academy Mentor	ADCT	Amphi High School	Addendum			\$800.00
Banales	Natasha	Technology Coach EL	ADCT	Wilson K-8 School	Addendum			\$1550.00
Barnewolt	Samantha	HS Musical Asst Director	ADCT	CDO High School	Addendum			\$1696.00
Basye	Jody	Football Asst Coach HS	ADCT	CDO High School	Addendum			\$2500.00
Berger	Ian	Softball Head Coach MS	ADCT	Coronado K-8 School	Addendum			\$1700.00
Beuthin	Kevin	Cross Cntry Head Coach	HSADCT	Amphi High School	Addendum			\$2600.00
Bitter	Daniel	Band Director Add HS	ADCT	CDO High School	Addendum			\$3050.00
Bitter	Daniel	HS Musical Asst Director	ADCT	CDO High School	Addendum			\$1696.00
Boe	Bradley	Annual HS	ADCT	Ironwood Ridge High	Addendum			\$1850.00

*	2018-2019 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
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
Status Change	Employee changing status (i.e. short term to career)		
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Bolin	Elizabeth	HS Preschool Teacher	ADCT	CDO High School	Added Duty			\$24.15 per hour
Broughton-Bejarar	Carrie	Odyssey of the Mind HS	ADCT	Amphi High School	Addendum			\$950.00
Brower	Thomas	Academic Assistant	ADCT	Wilson K-8 School	Addendum			\$700.00
Bultman	Benjamin	Student Government HS	ADCT	Amphi High School	Addendum			\$1750.00
Burgin	Samantha	Dept Head-Support Program	ADCT	Ironwood Ridge High	Addendum			\$3350.00
Cannon	Robert	Annual HS	ADCT	CDO High School	Addendum			\$1850.00
Cannon	Robert	Dept Head-Fine Arts HS	ADCT	CDO High School	Addendum			\$3350.00
Cannon	Robert	Drama Addendum HS	ADCT	CDO High School	Addendum			\$2250.00
Cannon	Robert	HS Musical Director	ADCT	CDO High School	Addendum			\$2136.00
Carlson	JoAnne	Academic Assistant	ADCT	Wilson K-8 School	Addendum			\$700.00
Carlson	Kimberly	MS Physical Ed Teacher	ADCT	Cross Middle School	Added Duty	CTT-MA		\$8,084.10
Carter	Beth	Special Ed Resource Tchr	ADCT	Cross Middle School	Added Duty	CTT-DOC		\$7,996.48
Castro	Sylvestre	Football Asst Coach MS	ADCT	Amphi Middle School	Addendum			\$1400.00
Celaya	Laurie	Technology Coach MS	ADCT	Cross Middle School	Addendum			\$1572.00
Celaya	Luis	MS Physical Ed Teacher	ADCT	Cross Middle School	Added Duty	CTT-MA		\$8,084.10
Chambers	Rebecca	Dept Head-Science HS	ADCT	Ironwood Ridge High	Addendum			\$3350.00
Chambers	Rebecca	Technology Coach HS	ADCT	Ironwood Ridge High	Addendum			\$1550.00
Chana	Sjana	Dept Head-Foreign Lang HS	ADCT	Amphi High School	Addendum			\$3350.00
Chavez	Jose	Tennis MS	ADCT	Amphi Middle School	Addendum			\$1700.00
Coleman	Kathleen	Interscholastic Supervisr	ADCT	Amphi Middle School	Addendum			\$500.00
Cordell	Colin	Academic Assistant	ADCT	Wilson K-8 School	Addendum			\$700.00
Cordell	Mandi	Admin Asst Addendum EL	ADCT	Innovation Academy	Addendum			\$2000.00

*	2018-2019 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
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
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DeBoucher	Cymry	Odyssey of the Mind HS	ADCT	CDO High School	Addendum		\$950.00	
Devaney	Stacie	Performing Arts MS	ADCT	Wilson K-8 School	Addendum		\$1800.00	
Devaney	Stacie	Performing Arts 2nd MS	ADCT	Wilson K-8 School	Addendum		\$1800.00	
Di Vetta	Trista	Nat'l Jr Honor Society	ADCT	Amphi Middle School	Addendum		\$750.00	
Dickinson	Kimberly	Dept Head-Physical Ed HS	ADCT	Amphi High School	Addendum		\$3350.00	
Dickson	Mary	Drama Addendum HS	ADCT	Ironwood Ridge High	Addendum		\$2250.00	
Dignum	Brandi	Performing Arts MS	ADCT	Cross Middle School	Addendum		\$1800.00	
Dignum	Brandi	Vocal Music Addendum HS	ADCT	CDO High School	Addendum		\$1950.00	
Dodds	Kathryn	Cross Cntry Head Coach MS	ADCT	La Cima Middle School	Addendum		\$1700.00	
Duran	Monica	Spiritleading Asst Fall	ADCT	Amphi High School	Addendum		\$2250.00	
Edelbrock	Thomas	Performing Arts MS	ADCT	Cross Middle School	Addendum		\$1800.00	
Edwards	Cassidy	HS Athletic Trainer	ADCT	CDO High School	Addendum		\$922.65	
Een	Jenny	Dept Head-English HS	ADCT	Ironwood Ridge High	Addendum		\$3350.00	
Engel	Katherine	Dept Head-SEI HS	ADCT	Amphi High School	Addendum		\$3350.00	
Falcon	Leah	Dept Head-Mathematics MS	ADCT	Cross Middle School	Addendum		\$1200.00	
Ferris	Rachelle	Academic Assistant	ADCT	Innovation Academy	Addendum		\$700.00	
Floyd	Scott	Cross Cntry Head Coach MS	ADCT	Coronado K-8 School	Addendum		\$1700.00	
Fritton	Teresa	Nat'l Jr Honor Society	ADCT	Wilson K-8 School	Addendum		\$750.00	
Fritton	Teresa	Technology Coach MS	ADCT	Wilson K-8 School	Addendum		\$1550.00	
Fyock	Andrea	Facilitator Sped EL	ADCT	Donaldson Elementary	Addendum		\$750.00	
Garcia Salcido	Jose	MESA Coordinator HS	ADCT	Amphi High School	Addendum		\$1500.00	
Gerard	Michelle	Cross Cntry Head Coach HS	ADCT	CDO High School	Addendum		\$2600.00	

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Gindt	Trechel	Cross Cntry Head Coach MS	ADCT	La Cima Middle School	Rescind			Rescind
Golden	Brande	HS Preschool Teacher	ADCT	CDO High School	Added Duty			\$27.88 per hour
Golden	Brande	HS Preschool Teacher	ADCT	CDO High School	Added Duty			\$27.88 per hour
Gordon-Johnson	Deborah	Dept Head-Support Program	ADCT	CDO High School	Addendum			\$3350.00
Gordon-Johnson	Deborah	Section 504	ADCT	CDO High School	Addendum			\$5000.00
Granillo	Russell	Band Director Add HS	ADCT	Amphi High School	Addendum			\$3050.00
Granillo	Russell	Drama Addendum HS	ADCT	Amphi High School	Addendum			\$2250.00
Granillo	Russell	HS Musical Director	ADCT	Amphi High School	Addendum			\$2136.00
Granillo	Russell	Percussion Coach HS	ADCT	Amphi High School	Addendum			\$1250.00
Greenway	Peggy	Adaptive P.E. Teacher	ADCT	Cross Middle School	Added Duty	CTT-MA		\$7,622.68
Haverty	Matthew	Dept Head-Science HS	ADCT	Amphi High School	Addendum			\$3350.00
Higgins	Kellie	Dept Head-Science MS	ADCT	Amphi Middle School	Addendum			\$1200.00
Hill	Christian	Performing Arts MS	ADCT	Wilson K-8 School	Addendum			\$2352.00
Hodge	Mark	Band Director Add HS	ADCT	Ironwood Ridge High	Addendum			\$3050.00
Hodge	Mark	Dept Head-Fine Arts HS	ADCT	Ironwood Ridge High	Addendum			\$3350.00
Hodge	Mark	Vocal Music Addendum HS	ADCT	Ironwood Ridge High	Addendum			\$1950.00
Houlton	Ashleigh	Volleyball Asst Fall HS	ADCT	Ironwood Ridge High	Addendum			\$2400.00
Howland	Patricia	Dept Head-Science MS	ADCT	Wilson K-8 School	Addendum			\$1200.00
Howland	Patricia	Odyssey Of The Mind MS	ADCT	Wilson K-8 School	Addendum			\$950.00
Huang	Frederick	Newspaper Addendum HS	ADCT	Amphi High School	Addendum			\$1850.00
Hull	James	Cross Cntry Head Coach MS	ADCT	Cross Middle School	Addendum			\$1700.00
Hull	James	Math Intervention Teacher	ADCT	Cross Middle School	Added Duty	CTT-MA		\$7,490.72

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Hurley	Benjamin	Golf HS	ADCT	Amphi High School	Addendum		\$2600.00	
Johnson	Wendy	Student Council MS	ADCT	Cross Middle School	Addendum		\$1350.00	
Jonaitis	Eileen	Section 504	ADCT	Ironwood Ridge High	Addendum		\$4500.00	
Kautz	Douglas	Dept Head-Mathematics HS	ADCT	Ironwood Ridge High	Addendum		\$3350.00	
King	Brenda	Dept Head-Lang Arts MS	ADCT	Amphi Middle School	Addendum		\$1200.00	
Kipley	Kayla	Spiritleading Head Fall	ADCT	Amphi High School	Addendum		\$2450.00	
Knepper	Damon	Orchestra Addendum HS	ADCT	Ironwood Ridge High	Addendum		\$1950.00	
Knepper	Damon	Percussion Coach HS	ADCT	Ironwood Ridge High	Addendum		\$1250.00	
LaRussa	Lori	Odyssey Of The Mind EL	ADCT	Innovation Academy	Addendum		\$950.00	
Landrith	David	Amphi Academy Mentor	ADCT	Amphi Academy Online	Addendum		\$800.00	
Lang	William	Dept Head-CTE HS	ADCT	Ironwood Ridge High	Addendum		\$3350.00	
Lang	William	Volleyball Head Fall HS	ADCT	Ironwood Ridge High	Addendum		\$3000.00	
Lange	Brockton	Dept Head-Soc Studies HS	ADCT	Amphi High School	Addendum		\$3350.00	
Larson	Lisa	Softball Asst Coach MS	ADCT	Wilson K-8 School	Addendum		\$1400.00	
Leitner	Andrea	Cross Cntry Head Coach HS	ADCT	Amphi High School	Addendum		\$2600.00	
Linn	David	Student Council MS	ADCT	Wilson K-8 School	Addendum		\$1350.00	
Lopez	Lindsay	Softball Asst Coach MS	ADCT	Cross Middle School	Addendum		\$1400.00	
Lortie	Sarah	Dept Head-Mathematics MS	ADCT	Amphi Middle School	Addendum		\$1200.00	
Lustenberger	Renee	Dept Head-Lang Arts MS	ADCT	Cross Middle School	Addendum		\$1200.00	
Mapes	Darin	Extra Curr Activ Dir MS	ADCT	Amphi Middle School	Addendum		\$2000.00	
Maspero	Karen	Dept Head-Mathematics MS	ADCT	Wilson K-8 School	Addendum		\$1200.00	
McGowan	Alissa	Student Government HS	ADCT	Ironwood Ridge High	Addendum		\$1750.00	

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Mendez	Melisa	Student Council MS	ADCT	Amphi Middle School	Addendum		\$1350.00	
Mendivil	Jorge	Football Head Coach HS	ADCT	Amphi High School	Addendum		\$3800.00	
Mercilllott	Melissa	Annual MS	ADCT	Amphi Middle School	Addendum		\$1500.00	
Miller Rhoads WerTerre		Annual MS	ADCT	Cross Middle School	Addendum		\$1500.00	
Miller Rhoads WerTerre		MS Art Teacher	ADCT	Cross Middle School	Added Duty	CTT-MA	\$8,226.27	
Novinski	Garrett	Tennis MS	ADCT	Wilson K-8 School	Addendum		\$1700.00	
Obregon	Jose	Dept Head-Soc Studies MS	ADCT	Wilson K-8 School	Addendum		\$1200.00	
Obregon	Jose	Football Head Coach MS	ADCT	Wilson K-8 School	Addendum		\$1700.00	
Ousley	Wendi	Amphi Academy Mentor	ADCT	Amphi High School	Addendum		\$800.00	
Padilla III	Manuel	Dept Head-Physical Ed HS	ADCT	Ironwood Ridge High	Addendum		\$3350.00	
Paulson-Midgley	Tamara	Performing Arts MS	ADCT	Amphi Middle School	Addendum		\$1800.00	
Peace	Dustin	Football Head Coach HS	ADCT	CDO High School	Addendum		\$3800.00	
Porter	Ronald	Football Asst Coach HS	ADCT	CDO High School	Addendum		\$1250.00	.50%
Post	Brian	Cross Cntry Asst Coach MS	ADCT	Cross Middle School	Addendum		\$1400.00	
Powell	Lisa	Volleyball Asst Fall HS	ADCT	Amphi High School	Addendum		\$1200.00	.50%
Powell	Matthew	Athletic Equipmnt Tech HS	ADCT	CDO High School	Addendum		\$1850.00	
Prchal	Janelle	Section 504	ADCT	Amphi Middle School	Addendum		\$400.00	
Quigley	Erin	Chess HS	ADCT	Amphi High School	Addendum		\$1100.00	
Ramsey	Julie	Dept Head-English HS	ADCT	Amphi High School	Addendum		\$3350.00	
Reese	Suzanne	MESA Coordinator MS	ADCT	Amphi Middle School	Addendum		\$1500.00	
Reese	Suzanne	Odyssey Of The Mind MS	ADCT	Amphi Middle School	Addendum		\$950.00	
Retherford Jr.	Robert	Extra Curr Activ Dir MS	ADCT	Coronado K-8 School	Addendum		\$2000.00	

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Reynolds	Leighann	Dept Head-Mathematics HS	ADCT	Amphi High School	Addendum		\$3350.00	
Richardson	Jonelle	Student Council EL	ADCT	Wilson K-8 School	Addendum		\$950.00	
Rivera	Mabel	Technology Coach EL	ADCT	Innovation Academy	Addendum		\$1550.00	
Roche	Christine	Dept Head-Soc Studies MS	ADCT	Amphi Middle School	Addendum		\$1200.00	
Rose	Stileda	Cross Country Asst Coach	ADCT	Amphi High School	Addendum		\$2400.00	
Rose	Stileda	Intersch Act Mgr Fall	ADCT	Amphi High School	Addendum		\$1425.00	.50%
Rouille	Doreen	Newspaper Addendum HS	ADCT	Ironwood Ridge High	Addendum		\$1850.00	
Sandoval	Gary	Football Asst Coach HS	ADCT	Amphi High School	Addendum		\$2500.00	
Schneider	Daniel	Dept Head-CTE HS	ADCT	Amphi High School	Addendum		\$3350.00	
Silvas	Sharon	Cross Cntry Head Coach MS	ADCT	Wilson K-8 School	Addendum		\$1700.00	
Silvas	Sharon	Dept Head-Lang Arts MS	ADCT	Wilson K-8 School	Addendum		\$1200.00	
Smith	Alexander	Adaptive P.E. Teacher	ADCT	Wilson K-8 School	Added Duty		\$8,411.86	
Smith	Alexander	Extra Curr Activ Dir MS	ADCT	Wilson K-8 School	Addendum		\$2000.00	
Smith	Shawn	Golf HS	ADCT	Amphi High School	Addendum		\$2600.00	
Snider	Tenaya	Student Government HS	ADCT	CDO High School	Addendum		\$1750.00	
Sparlin	Erika	Cross Cntry Asst Coach MS	ADCT	Coronado K-8 School	Addendum		\$1400.00	
Stewart	Eric	Interscholastic Supervisr	ADCT	Coronado K-8 School	Addendum		\$500.00	
Stoxen	Amanda	Dept Head-Soc Studies HS	ADCT	Ironwood Ridge High	Addendum		\$3350.00	
Sutton	Kyle	Football Asst Coach MS	ADCT	Wilson K-8 School	Addendum		\$1400.00	
Swartz	Danielle	Academic Assistant	ADCT	Innovation Academy	Addendum		\$700.00	
Swartz	Danielle	Section 504	ADCT	Innovation Academy	Addendum		\$300.00	
Tagawa	Toru	Orchestra Addendum HS	ADCT	CDO High School	Addendum		\$1950.00	

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Tarbet	Jeremy	Dept Head-CTE HS	ADCT	CDO High School	Addendum		\$3350.00	
Taylor	Ethnee	Dept Head-Science MS	ADCT	Cross Middle School	Addendum		\$1200.00	
Taylor	Ethnee	Nat'l Jr Honor Society	ADCT	Cross Middle School	Addendum		\$750.00	
Taylor	Ethnee	Newspaper MS	ADCT	Cross Middle School	Addendum		\$1200.00	
Thamarus	Karen	Amphi Academy Mentor	ADCT	Amphi Academy Online	Addendum		\$800.00	
Tilicki	Nicole	Academic Assistant	ADCT	Innovation Academy	Addendum		\$700.00	
Tilicki	Nicole	Student Council EL	ADCT	Innovation Academy	Addendum		\$950.00	
Valencia	Brian	Annual HS	ADCT	Amphi High School	Addendum		\$1850.00	
Vasquez	Rey	Interscholastic Supervisor	ADCT	Wilson K-8 School	Addendum		\$500.00	
Vaughn	Alexandria	Softball Asst Coach MS	ADCT	Cross Middle School	Addendum		\$1400.00	Overflow
Wasilow	Andrew	Newspaper MS	ADCT	Amphi Middle School	Addendum		\$1200.00	
Wasilow	Andrew	Technology Coach MS	ADCT	Amphi Middle School	Addendum		\$1550.00	
Watson	David	Football Asst Coach HS	ADCT	Amphi High School	Addendum		\$2500.00	
Welsh	Brian	Football Head Coach HS	ADCT	La Cima Middle School	Addendum		\$1700.00	
Willis	John	Athletic Equipmnt Tech HS	ADCT	Amphi High School	Addendum		\$1850.00	
Willis	John	Dept Head-Support Program	ADCT	Amphi High School	Addendum		\$3350.00	
Willis	John	Intersch Act Mgr Fall	ADCT	Amphi High School	Addendum		\$1425.00	.50%
Willis	Maria	Dept Head-Counseling HS	ADCT	Amphi High School	Addendum		\$3350.00	
Yetman	Christopher	Academic Decathlon HS	ADCT	CDO High School	Addendum		\$1600.00	
Yewell	Robyn	Odyssey Of The Mind MS	ADCT	Cross Middle School	Addendum		\$475.00	
Yount	Sonya	Dept Head-Fine Arts HS	ADCT	Amphi High School	Addendum		\$3350.00	

*	2018-2019 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
Demotion	Voluntary demotion	CL	Classified
Extension	End date being extended	PR	Professional
Increase FTE	Increase in hours/contract	EL	Elementary
Promotion	Employee receiving a promotion to another position	MS	Middle School
Reassignment	Employee moving to another position at the direction of the administration	HS	High School
Status Change	Employee changing status (i.e. short term to career)		
Temporary	Employee working for a limited period of time		
Transfer	Employee moving from one position to another		

GOVERNING BOARD MEETING PERSONNEL CHANGES

EXHIBIT - 2

LAST NAME	FIRST NAME	TITLE	CT/CL	LOCATION	REASON	LEVEL	FINANCIAL CHANGE	COMMENT
Yount	Sonya	HS Musical Asst Director	ADCT	Amphi High School	Addendum		\$1696.00	
Yount	Sonya	Orchestra Addendum HS	ADCT	Amphi High School	Addendum		\$1950.00	
Yount	Sonya	Vocal Music Addendum HS	ADCT	Amphi High School	Addendum		\$1950.00	
Baca	Florence	Annual MS	ADCL	Wilson K-8 School	Addendum		\$1500.00	
Baca	Florence	Newspaper MS	ADCL	Wilson K-8 School	Addendum		\$1200.00	
Calderon, Jr.	Jesus	Special Events Worker	ADCL	CDO High School	Addendum		\$11.00 per hour	
Calvin	Leann	Odyssey Of The Mind MS	ADCL	Cross Middle School	Addendum		\$475.00	
Daigle	Joyce	Site Program Coordinator	ADCL	Holaway Elementary	Added Duty		\$8,484.61	
Jimenez	Raul	Special Events Worker	ADCL	CDO High School	Addendum		\$11.00 per hour	
Johnson	Julius	Special Events Worker	ADCL	CDO High School	Addendum		\$11.00 per hour	
Kline	Joseph	Special Events Worker	ADCL	Ironwood Ridge High	Addendum		\$11.00 per hour	
Meridieth	Michael	Special Events Worker	ADCL	CDO High School	Addendum		\$11.00 per hour	
Rudd	Amy	Site Program Coordinator	ADCL	Holaway Elementary	Added Duty		\$7,822.40	
Scheel	Christopher	Special Events Worker	ADCL	Amphi High School	Addendum		\$11.00 per hour	
Thacker	Lynn	Site Program Coordinator	ADCL	Mesa Verde Elementary	Added Duty		\$8,484.61	
Velazquez	Florentino	Special Events Worker	ADCL	CDO High School	Addendum		\$11.00 per hour	
Wolf	Robert	Site Program Coordinator	ADCL	Walker Elementary	Added Duty		\$8,109.10	

*	2018-2019 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
Demotion	Voluntary demotion	CL	Classified
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Job Code 03EE
Level L
August 2019

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.

ESSENTIAL FUNCTIONS – (continued)

- 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.

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