



# AUBURN UNION SCHOOL DISTRICT

## **Auburn Union School District** *Job Description*

Position Title: **Human Resources and Payroll Manager**  
Classification: **Confidential/Exempt/Management**  
Directly Responsible To: **Superintendent and Chief Business Official**

### **Basic Function:**

Under the direction of the Superintendent and Chief Business Official, directs and performs a wide variety of advanced level personnel administration duties, human resources, and payroll services for classified and certificated employees; performs duties related to position classification, compensation, recruitment, selection and staffing; ensures compliance with applicable laws, codes, rules and regulations; maintain a comprehensive electronic employee information database and employee files. Other duties will include assisting with employee/labor relations, investigations and complaints, and the interactive process.

Leads and coordinates the duties of department staff and employees assigned; as well as participates in the selection and evaluation of assigned staff.

### **Essential Duties and Responsibilities:**

- Assist in the recruitment, selection, and assignment of qualified certificated and classified personnel; communicate with managers regarding position requirements, recommend appropriate classifications and compensation, screen applications and answer inquiries regarding job openings; conduct new employee orientation and employee recognition events.
- Process, track and input all assignments, transfers, dismissals, and promotions of personnel; ensure information is relayed to unit management and business services.
- Maintain a comprehensive employee personnel records system for employees, including personnel action forms, pay history, performance evaluations, promotions, market adjustments, merit increases, and disciplinary documents; manage records according to State of California records retention schedules.
- Assure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level; notify employees of credential expiration dates; process related paperwork; notify employees regarding missing items; maintain record of college units earned for proper placement on salary schedule.
- Oversee the fingerprinting process for volunteer, certificated and classified employees.
- Communicate with certificated and classified staff, administrators, applicants and others regarding work place issues, performance issues, staffing and other personnel issues; provide information and assistance regarding personnel policies and procedures; interpret, apply and explain District policies, contracts, State Education Code, and laws related to the Commission on Teacher Credentialing and to the County and State Department of Education.
- Study and analyze a variety of personnel related issues; compile information and generate correspondence, prepare complex reports on certificated personnel including personnel actions for the Board agenda
- Assist the Superintendent and Chief Business Official in researching, developing and presenting human resource related preparation documents for negotiations, including contract updates.
- Oversee the substitute system for classified and certificated employee classifications.

Board Approved: 8/17/2022

- Review requests for reasonable accommodations and make recommendations.
- Lead and coordinate the duties of department staff and employees assigned; and participate in the selection and evaluation of assigned staff.
- Plan, organize and implement programs and special projects as directed.
- Assist with matters related to district employment, wage and salary, leave policies, personnel policies, supervision, evaluation, discipline, investigations, complaints, rules and regulations and other areas necessary to accomplish the objectives of the department.
- Monitor and administer district performance evaluation system.
- Generates all certificated, classified, and management payroll for the purpose of distributing payroll in both manual and electronic format in accordance with published schedules.
- Maintains District fiscal/accounting records and transactions related to payroll.
- Monitors processes that support payroll system (e.g. reconciling tax reports to PCOE, overseeing manual checks, retiree roll-overs).
- Processes and maintains employees' vacation, sick, and other leave programs.
- Responds to inquiries regarding various procedures and requirements (e.g. payroll procedures, record keeping requirements, interpretation of leave policies, wage garnishments, savings, contributions, direct deposits, etc.) for the purpose of ensuring payroll procedures are administered in accordance with the department's overall objectives and legal requirements and/or providing necessary information for making decisions.
- Maintains and balances ledger accounts (i.e. health & welfare benefit and payroll tax clearing accounts); checks and adjusts irregularities.
- Plan and coordinate open enrollment for active and retired employees; [E] • Researches discrepancies of financial information and/or documentation (e.g. withholding versus W4, salary schedule placement, etc.).
- Computes, verifies, balances, and adjusts accounts, records, and data based on established procedures and policies.
- Provides assistance in monitoring reporting processes, procedures and internal controls.
- Acts as information sources between employees, outside vendors and various governmental and insurance agencies regarding district expenditures, and related record keeping requirements, standards and procedures.
- Attend a variety of meetings, workshops, and conferences to maintain current knowledge of laws, codes, rules and regulations.
- Operate a variety of office equipment including a computer and assigned software.
- Perform related duties as assigned.

**Knowledge Of:**

- Human resources office functions, practices, and procedures.
- Practices and procedures related to certificated and classified personnel.
- Bargaining unit contracts and Board policies.
- Effective supervision, evaluation, progressive discipline and due process requirements.
- District organization, operations, policies and objectives.
- Applicable laws, codes, rules, and regulations.

- State of California credential requirements and procedures.
- Operation of a computer and assigned software.
- Fingerprinting methods, practices, and records.
- Record-keeping and report preparation techniques.
- Research methods.
- Modern office practices, procedures, and equipment, including operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Mathematical computations.
- Public speaking techniques.
- State and federal regulations regarding payroll management.
- Purposes, methods, and practices of financial and accounting record keeping; general bookkeeping principles and procedures.
- Accounting methods and requirements as related to payroll tax deductions and public school payroll systems (ESCAPE system knowledge preferred).
- Proper English usage, spelling, grammar and punctuation.

**Ability To:**

- Apply specialized knowledge in the area of human resources and payroll.
- Perform advanced level personnel administration duties related to position classification, compensation, recruitment, selection, and staffing.
- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
- Assist certificated and classified applicants and employees in obtaining appropriate credentials.
- Monitor credential status of certificated personnel.
- Prepare and maintain a variety of records, files, and reports.
- Analyze situations accurately and adopt an effective course of action.
- Make mathematical computations with speed and accuracy.
- Operate a variety of office equipment including a computer and assigned software.
- Drive a vehicle to conduct work.
- Plan and organize work.
- Complete work with many interruptions accurately under pressure and be attentive to detail.
- Communicate and express ideas effectively both orally and in writing.
- Establish and maintain effective working relationships.

- Maintain consistent, punctual and regular attendance.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Work under limited supervision following standardized practices and/or methods and carry out directions in an independent and problem solving manner.
- Independently interpret federal and state guidelines.

**Physical Ability To:**

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports, inspect work in progress.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and crouch to file materials.
- Reach overhead, above the shoulders, and horizontally.
- Lift or carry items up to 20 pounds.

**Education and Experience Required:**

- Any combination equivalent to: bachelor’s degree in business administration, human resources, public administration, or a related field. Other combinations of education and/or experience equivalent to the above may substitute.
- four years of professional public personnel/payroll experience in recruitment, selection, classification and general payroll/accounting.

**Licenses and other Requirements:**

- Valid California Class C Driver’s license
- Personal transportation for job-related travel

**Working Conditions:**

Environment: Office environment with constant interruptions.

Hazards: Potential for contact with dissatisfied and abusive individuals.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*