

PERSONNEL COMMISSION

Class Code: 5009
Salary Range: 28 (S1)

SALARY SERVICES SUPERVISOR

JOB SUMMARY

Under general direction, to plan, oversee and supervise the processes, personnel and documents relating to the salary placement of certificated staff; monitor certificated assignment salary placement and progression levels; approve and audit on-line certificated staff salary transactions; train and evaluate the performance of assigned staff; and to perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, oversee and participate in the review and processing of documents relating to the salary placement of certificated personnel; assign and review the work of personnel engaged in salary placement processes. **E**
- Serve as a liaison between individuals, the District, the County Office of Education and the CTC representing the District interests regarding complicated certificated salary policy issues and trends; investigate and resolve the more difficult and complex salary placement issues; approve salary adjustments as needed. **E**
- Assure that certificated personnel hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators and employees of incorrect salary placements; adjust and approve salary adjustments placement and career increment adjustments; maintain confidentiality of privileged and sensitive information related to personnel matters. **E**
- Provide assistance, advice and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of District salary policies and procedures; advise employees concerning course credit provisions. **E**
- Evaluate transcripts and records to determine salary eligibility; notify employees regarding missing or incomplete items. **E**
- Log, track and monitor certificated staff Statutory Leaves of Absence; advise district management and certificated employees of individual benefits' status, including impending termination of benefit.
- Review and verify college and university transcripts of applicants and current employees to determine salary schedule according to District guidelines and collective bargaining agreements; contact colleges and universities to obtain

transcript information, as appropriate; calculate and oversee calculations of employee salaries; review employment experience and recommend and adjust salary credit as appropriate. ***E***

- Review applications and verify information to determine salary eligibility for leadership or administrative positions within the District. ***E***
- Regularly audit and oversee the auditing of personnel files for proper salary placement. ***E***
- Assemble confidential and sensitive information related to certificated personnel salaries; prepare and maintain related personnel files, records and folders; maintain records for salary evaluation purposes; conduct salary surveys for certificated positions; prepare and coordinate the preparation of related salary evaluation reports. ***E***
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memoranda, forms and other documents as needed. ***E***
- Initiate and receive telephone calls and other inquiries concerning credential and salary issues; greet and assist visitors; conduct research as needed to obtain pertinent information; verify receipt of materials from applicants. ***E***
- Operate a variety of office equipment including a typewriter, fax machine, calculator and computer. ***E***
- Participate in and oversee the preparation of special projects as directed.
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Attend, conduct and participate in workshops and job fairs related to assigned activities to maintain current knowledge of laws, codes, rules and regulations.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in the Salary Services Supervisor classification is distinguished from the secretarial or personnel clerical classes by the unique requirement to review transcripts and course credit materials, and to audit and approve appropriate salary placement and adjustments for District certificated staff. The incumbent supervises other personnel engaged in salary placement processes while performing complex and difficult work requiring a thorough knowledge of personnel rules, regulations and applicable sections of the Education Code. Incumbents are required to maintain the confidentiality of sensitive and privileged information and must demonstrate exceptional interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Current laws, codes, regulations and rules related to credentialing and compensation.
Elementary finance, audit and accounting practices and procedures
Practices and procedures related to certificated personnel.
District personnel policies and procedures.
Merit system rules and regulations.
Organization and functions of the Commission on Teacher Credentialing.
Principles and practices of supervision and training.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Certificated payroll procedures.
Bargaining unit contracts and salary schedules.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Basic math.
Telephone techniques and etiquette.

Ability to:

Plan, oversee and participate in the review and processing of documents relating to the certification and salary placement of certificated personnel.
Provide technical information and assistance to others concerning employment policies and personnel transactions related to salary placement and other human resources matters.

Prepare basic financial reports and spreadsheets related to certificated salaries, costs and adjustment figures.
Investigate and resolve the more difficult and complex credentialing and salary placement issues.
Read, interpret, apply and explain applicable laws, codes, rules, regulations and policies related to credentialing and salary placement.
Train, supervise and evaluate personnel.
Assign and review work.
Monitor salary placement of certificated personnel.
Audit and update financial data in manual and computerized records and files.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Maintain current knowledge of applicable laws, codes, rules and regulations.
Understand and follow oral and written instructions.

Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.
Maintain confidentiality of sensitive and privileged information.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Associate's degree with course work in finance, business administration, human resources management or a related field is required.

Experience:

Candidates will meet the Experience requirement by fulfilling one of the following criteria:

Three years of human resources experience and one year of experience performing detailed fiscal analysis and audits

Or

One year of directly related experience in a school district, college or university performing duties primarily devoted to assigning, approving and auditing certificated employee salary placements and/or transcript materials.

Or

One year of experience at the level of LBUSD Human Resources Supervisor.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

HAZARDS:

Potential contact with dissatisfied individuals.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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