

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **PERSONNEL ACCOUNTING TECHNICIAN**  
Department: Personnel Department  
Reports to: Director, Human Services

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#### **SUMMARY:**

Under the direction of the Assistant Superintendent of Business and Support Services performs highly responsible technical personnel and payroll related functions. Employees in this classification receive limited supervision within a framework of standard policies and procedures.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Research, prepare, and input all payroll and personnel materials pertaining to certificated/classified employees into the automated payroll/personnel accounting system
- \* Process a variety of personnel transactions for District employees such as new hires, resignations, retirements, leaves, change of status, promotions, transfers, and termination's
- \* Oversees the substitute service function
- \* Prepares a variety of reports based on statistical data related to the District's payroll/personnel function and submits these reports to the appropriate District or governmental offices
- \* Calculates salary schedule placement based on education, credentials, experience and/or other established criteria
- \* Compile and updates certificate/classified seniority lists
- \* Acts as information source to administrators, staff, applicants, and others regarding all payroll/personnel policies, procedures, requirements, and standards
- \* Assists in all phases of the recruitment and hiring of personnel
- \* Monitors credential expiration data for certificated personnel and provides information on credentialing procedures and requirements
- \* Maintains, updates, corrects and keeps confidential all employment records
- \* Prepares employee compensation sheets at the beginning of each new year
- \* Notifies regular and part-time classified employees by the end of the school year regarding their job status for the following year
- \* Prepares monthly warrants and submits corrected billings for all TSA's, union dues, and personal insurance
- \* Confer with various insurance carriers/representatives regarding established requirements, standards and procedures
- \* Maintains records of employee TB and fingerprint clearances
- \* Administers absence tracking
- \* Maintains position control
- \* Calculates pay adjustments for various personnel actions and makes necessary changes on existing records
- \* Maintains job descriptions
- \* Prepare and report job related accidents to the proper agencies
- \* Operate a wide variety of office equipment including personal computers and peripherals, 10-key calculator, and copier
- \* Attend meetings as required
- \* Other duties as assigned

**QUALIFICATION:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High School diploma or general education degree (GED); minimum four years of payroll and personnel experience in a computerized business office, preferably including at least two years in a school district setting.

**OTHER SKILLS and ABILITIES:**

Principles and procedures relating to personnel record keeping and payroll processing, personal computers and interfacing with mainframe computers and other office equipment; personal computer software including spreadsheets, data base systems and word processing; report writing and preparation techniques.

Perform difficult clerical and technical work rapidly and accurately. Understand and carry out oral instructions. Work cooperatively with those contacted in the course of work. Establish and maintain a variety of complex records. Analyze situations accurately and adopt an effective course of action. Perform arithmetical calculations with speed and accuracy. Learn and apply office policies, rules and procedures rapidly, read, understand, and interpret written laws, rules, and standards. Use initiative and judgment in discussing problems with the public and District staff. Assemble and organize data and prepare worksheets and reports as requested, communicate effectively and tactfully in both oral and written form.

**CONFIDENTIAL STATUS:**

The Board of Trustees designates this position as "Confidential". This position is not represented by an exclusive representative and does not belong in a collective bargaining unit. Within the regular course of duties for this position, the employee will have access to and/or possess information relating to the District employer/employee relations. Confidential matters are not to be discussed by any confidential employee under any circumstances outside the District office. Infringement of this policy may result in immediate dismissal.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and/or the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***