

School Board Agenda Item C-3
August 5, 2003

Executive Summary

Proposed New Job Description and Minimum Qualifications
For the Position of HR/Payroll Systems Specialist for
The School Board of Broward County, Florida

Recommended Organizational Non Chart Position Pay Grade 24

Position Title: **HR/Payroll Systems Specialist**

Division/Department: **Office of the Superintendent/Superintendent Support/HRMS Support Center**

Pay Grade: 24 (Minimum \$50,015 – Maximum \$69,667) Point Range: 795-844

Salary Schedule: Administrative, Supervisory & Professional/Technical

Recommended Policy Status: New Job Description – Final Reading

Rationale: The current HRMS Support Center organizational chart shows two new “Personnel Administrator-HRIS” positions under the Payroll System Manager and HR System Manager respectively. These positions have never been evaluated to determine the appropriate pay grade and establish a job description. Based on a point factor analysis, it was determined that the positions should be in grade 24.

These two positions will be intimately involved in configuring the human resources and payroll systems to meet the needs of the District. The positions will also act as deputies to the Payroll and HR System Managers.

Cost: The annual financial impact is approximately \$129,037. The source of funds is the General Fund unappropriated fund balance.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	HR Payroll Systems Specialist
CONTRACT YEAR:	Twelve Months
PAY GRADE:	24

QUALIFICATIONS:

EDUCATION:

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Human Resources, Accounting, Computer Science and/or related field.

EXPERIENCE:

Three (3) years of experience in human resources, payroll and/or accounting. Two (2) years SAP R/3 system configuration experience in two or more of the following areas: Organizational Management (OM), Personnel Administration (PA), Recruitment (RC), Personnel Development (PD), Training & Events (T&E), Payroll (PY), Time (TI), Benefits (BEN).

OR

EDUCATION:

Associate's degree from an accredited college or university in Business Administration, Public Administration, Human Resources, Accounting, Computer Science and/or related field.

EXPERIENCE:

Five (5) years of experience in human resources, payroll and/or accounting. Two (2) years SAP R/3 system configuration experience in two or more of the following areas: **Organizational Management (OM), Personnel Administration (PA), Recruitment (RC), Personnel Development (PD), Training & Events (T&E), Payroll (PY), Time (TI), Benefits (BEN).**

ADDITIONAL REQUIREMENTS:

Proficiency in the latest Windows environment, word processing, and spreadsheets. Must have excellent

interpersonal skills and be able to work well in a team environment.

REPORTS TO: HR Systems Manager Payroll Systems Manager.

SUPERVISES: Support staff as assigned.

POSITION GOAL: Effective use of R 3 HR Payroll system to meet end-user requirements.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The HR/Payroll Systems Specialist shall:

1. assist in planning, analyzing, and implementing new releases and updates from SAP.
2. assist in the design of training material and assessment of training needs based on business process and/or system changes and enhancements.
3. perform configuration changes to SAP system tables and prepare transport request.
4. ensure that required system tables are updated based on year-end procedures.
5. review and test all system changes to ensure reliability of data and ensure they meet business requirements.
6. maintain documentation of test scenarios performed based on configuration changes from development to quality assurance to production.
7. provide technical expertise to assist end-users in the development of ad hoc reports as needed.
8. assist in developing functional and technical specifications for requirements when necessary.
9. act as representative for the HR Systems Manager or Payroll Systems Manager.
10. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
11. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
12. review current developments, literature and technical sources of information related to job responsibility.
13. ensure adherence to good safety procedures.
14. follow Federal and State laws, as well as School Board policies.
15. perform other duties as assigned by the HR Systems Manager/Payroll Systems Manager or designee.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

HR/Payroll Systems Specialist
Point Range: 795-844

Position Factors

1. Education Required: Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

2. Experience Required: Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.
(Not the experience of the incumbent.)

- A. 0 - 2 years of related Experience
- B. 3 - 4 years of related Experience
- C. 5 - 6 years of related Experience
- D. 7 - 9 years of related Experience
- E. 10 + years of related Experience

3. Supervisory Responsibility: Supervision in this context means number of people whom the person formally evaluates.

**Evaluation points x complexity factor = Total Points.*

- A. 1 - 10 number supervised.
- B. 11 - 25 number supervised.
- C. 26 - 50 number supervised.
- D. 51 - 80 number supervised.
- E. 80 + number supervised.

4. Complexity of Essential Job Functions: Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

HR/Payroll Systems Specialist (Cont.)
 Point Range: 795-844

Position Factors

5. Inside/Outside Contacts: The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy superintendents, State Department of Education, Department heads, professional support groups and community.
- D. Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

6. Impact of Decision Making Responsibility: The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.
- E. Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

7. District-wide Impact: Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

Position Analysis Criteria

1. Education Required	2. Experience Required	3. Supervisory Responsibility	4. Complexity of Essential Job Functions	5. Inside/Outside Contacts	6. Impact of Decision Making Responsibility	7. District-Wide Impact
B	C	None	C	B	C	D

ADMINISTRATIVE, SUPERVISORY, PROFESSIONAL & TECHNICAL
SALARY SCHEDULE
2002-2003

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13
35	106,851	109,843	112,919	116,081	119,331	122,672	126,107	129,638	133,268	137,000	140,836	144,779	148,833
34	99,581	102,369	105,235	108,182	111,211	114,325	117,526	120,817	124,200	127,678	131,253	134,928	138,706
33	92,801	95,399	98,070	100,816	103,639	106,541	109,524	112,591	115,744	118,985	122,317	125,742	129,263
32	87,077	89,515	92,021	94,598	97,247	99,970	102,769	105,647	108,605	111,646	114,772	117,986	121,290
31	81,148	83,420	85,756	88,157	90,625	93,163	95,772	98,454	101,211	104,045	106,958	109,953	113,032
30	75,618	77,735	79,912	82,150	84,450	86,815	89,246	91,745	94,314	96,955	99,670	102,461	105,330
29	70,312	72,281	74,305	76,386	78,525	80,724	82,984	85,308	87,697	90,153	92,677	95,272	97,940
28	65,664	67,503	69,393	71,336	73,333	75,386	77,497	79,667	81,898	84,191	86,548	88,971	91,462
27	61,803	63,533	65,312	67,141	69,021	70,954	72,941	74,983	77,083	79,241	81,460	83,741	86,086
26	57,595	59,208	60,866	62,570	64,322	66,123	67,974	69,877	71,834	73,845	75,913	78,039	80,224
25	53,672	55,175	56,720	58,308	59,941	61,619	63,344	65,118	66,941	68,815	70,742	72,723	74,759
24	50,015	51,415	52,855	54,335	55,856	57,420	59,028	60,681	62,380	64,127	65,923	67,769	69,667
23	46,606	47,911	49,253	50,632	52,050	53,507	55,005	56,545	58,128	59,756	61,429	63,149	64,917
22	43,435	44,651	45,901	47,186	48,507	49,865	51,261	52,696	54,171	55,688	57,247	58,850	60,498
21	40,480	41,613	42,778	43,976	45,207	46,473	47,774	49,112	50,487	51,901	53,354	54,848	56,384
20	37,718	38,774	39,860	40,976	42,123	43,302	44,514	45,760	47,041	48,358	49,712	51,104	52,535
19	35,150	36,134	37,146	38,186	39,255	40,354	41,484	42,646	43,840	45,068	46,330	47,627	48,961
18	32,756	33,673	34,616	35,585	36,581	37,605	38,658	39,740	40,853	41,997	43,173	44,382	45,625
17	30,529	31,384	32,263	33,166	34,095	35,050	36,031	37,040	38,077	39,143	40,239	41,366	42,524
16	28,445	29,241	30,060	30,902	31,767	32,656	33,570	34,510	35,476	36,469	37,490	38,540	39,619
15	26,508	27,250	28,013	28,797	29,603	30,432	31,284	32,160	33,060	33,986	34,938	35,916	36,922
14	24,809	25,504	26,218	26,952	27,707	28,483	29,281	30,101	30,944	31,810	32,701	33,617	34,558

THIS SCHEDULE IS BASED ON A 244 DAY CALENDAR.

NO STEP ADVANCEMENT FOR 2002-2003. SCHEDULES WERE INCREASED AN AVERAGE OF 5.5%.