

School Board Agenda Item CC-2  
June 9, 2014

**Executive Summary**  
New Job Description for the Specialist, Payroll Operations Position

**Background:** This item is being recommended for School Board adoption to meet requirements for new job description.

**Position Title:** **Specialist, Payroll Operations**

**Division/Department:** Chief Financial Officer / Treasurer

**Pay Grade:** **20**      **Range:** **\$44,642 - \$63,922**      **Point Range:** **655 - 684**

**Salary Schedule:** **2012-2013 BTU-TSP Salary Schedule**

**Recommended Policy Status:** Non- Chart Job Description - **Final** Reading

**Rationale:** The job description for the Specialist, Payroll Operations has been created to formally document an existing position within the Payroll department. The position supports the daily operations of the department in meeting the specific needs of the District.

The purpose of this job is to ensure payrolls and corresponding payroll transactions are processed and posted accurately by the designated pay date.

Prior to the recommendation to the School Board for adoption, the BTU-TSP Unit was notified of the new job description.

The position is vacant and will follow the standard advertising and selection process.

**Cost:** There is no financial impact to the District.