

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title:	Technician, Human Resources Calculations Team	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Office Professional	Pay Range:	Unit D; Grade 5
Reports to:	Director of Human Resources	Work Year:	12 months
Prepared/Revised Date:	January 2008		261 days

SUMMARY: Establish and maintain accurate salary information for all BVSD employees; compute all prorated and retro salary payments & various payouts upon employee separation; communicate this information to appropriate departments, schools and employees, answer any questions that arise; prepare detailed reports for Human Resources directors, departments & schools as needed; maintaining confidentiality at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Compile and analyze employee paperwork to ensure accuracy while creating & maintaining employee salary records in Lawson HRIS (includes new hires, rehires, transfers, leave of absences, separations, etc)	D	40%
2. Compute salary basis for new license employees & compute all prorated & retroactive payments & payout amounts of leave time & retirement bonuses upon separation.	D	20%
3. Create, calculate and disperse correspondence regarding salary & FTE changes to employees, Payroll, Benefits & Budget Departments, Board Of Education and school sites.	D	10%
4. Communicate with departments & schools to assist in computing FTE costs; communicate with Payroll Department regarding payroll issues and with employees needing information on salary & retirement issues.	D	9%
5. Verify and process additional lump sum payments.	W	2%
6. Research and analyze information from employee files to resolve salary questions & disputes.	W	5%
7. Create and run Lawson queries to identify employee groups to process Longevity, Vacation & Horizontal Increases & other ad hoc reports as needed.	M	5%
8. Prepare detailed reports for Human Resources Directors & other staff as needed.	M	1%
9. Create licensed contracts for signature & department/employee records.	Q	5%
10. Coordinate with IT Department to create new reports & processes to improve efficiency, accuracy & availability of information.	Q	1%
11. Coordinate with IT Department to ensure accurate fiscal year-end rollover of employee records.	A	1%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent and a year of additional education or equivalent training required
- More than four years of experience in general office occupations and computer experience or more than 3 years of experience in human resources environment.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Advanced math and accounting skills.
- Advanced personal computer, keyboarding, and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.

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- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, take initiative and work independently.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds...
- Basic Bilingual skills (English/Spanish) preferred.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, and fax machines, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Human Resources	103

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for the district by assisting department accountants and building principals/assistants in determining pay and FTE costs for budgeting purposes and with answering questions regarding various forms and reports.

SAFETY TO SELF AND OTHERS

Step stool is recommended.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

The physical demands, work environment factors and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.