

JAMESTOWN SCHOOL DISTRICT
18299 5th Avenue
Jamestown, CA 95327

JOB ANNOUNCEMENT
PAYROLL/HUMAN RESOURECE SPECIALIST

BASIC FUNCTION: PAYROLL SPECIALIST

Under the supervision of the Superintendent, employee ensures the timely and accurate preparation and maintenance of district payroll; maintains records related to payroll/benefits; performs advanced technical payroll/benefits accounting and recordkeeping activities.

ESSENTIAL DUTIES:

- Calculate, audit, and enter all functions related to Payroll
- Prepare all employment contracts for new and returning 11 and 12-month employees for July and August Payroll
- Prepare appropriate enrollment papers for Health and Welfare.
- Balance all Health and Welfare
- Prepare new year payroll data

BASSIC FUNCTION: HUMAN RESOURCE SPECIALIST

The primary responsibility is to work with the administrative team in recruiting, hiring, training and retaining quality employees to support the mission. The position is designed for the purposes of managing assigned operations in accordance with district policies; providing information to the Board, superintendent, staff and the public; ensuring compliance to established policies, bargaining units, procedures and/or codes; and addressing a variety of administrative needs and processes.

ESSENTIAL DUTIES:

- Assists personnel, vendors, and prospective employees by phone, letter or in person (e.g. presentation of benefit information, processing of new employee information, general employment questions, certification questions and issues,etc.) for the purpose of verifying employee eligibility, conveying information and/or processing of information.
- Compiles data from a variety of sources for the purpose of complying with financial, legal, and/or administrative requirements related to the school district's operation.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written and electronic materials (e.g. reports, memos, letters, forms, surveys, employment postings, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Maintains accurate personnel records and files for employees of the district;schedules and monitors TB testing, live scans; credentials; transcripts, pre-employment physical exams, COVID vaccine status, and mandatory trainings;
- Inputs and coordinates all employee worker compensation cases; works with TCSOS JPA director; coordinate and work with superintendent and employee in return to work meetings/status;
- Schedules a variety of activities (e.g. interviews, meetings, travel arrangements,etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their daily job functions.

12-month position, 4 hours per day, Monday- Friday

Salary \$22.29-\$30.85/hr. (D.O.E.)

Apply via EdJoin or submit JSD application (available via www.jespanthers.org) along with a letter of interest, and 2 letters of recommendations to:

SEE JOB DESCRIPTION FOR FULL LIST OF ESSENTIAL DUTIES

Jamestown School District
Attention: Bebo Malone
18299 5th Avenue,
Jamestown, CA 95327
Equal Opportunity Employer
Final Filing Date: Until filled