PLEASE POST
SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
NOTICE & AGENDA OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Personnel Commission will be held on:

DATE: Wednesday, March 17, 2021

TIME: 5:00 P.M.

PLACE: Remote via Zoom

THIS MEETING IS BEING HELD VIA ZOOM WEBINAR. Follow this link: SVUSD Personnel Commission Meeting

To submit a public comment or request to speak, please follow the instructions on the Classified Personnel website. Public comments and requests to speak must be submitted by 2:00 PM on the day of the meeting.

Personnel Commission Members	Staff Members
Lori Rhoades, Chairperson	Sophia Crocker, Director, Classified Personnel Services
Sandy Handin, Vice Chairperson	Sallie Kleingarn, Sr. Administrative Assistant
Kathleen Hobiger, Member	

THE PURPOSE OF THIS SPECIAL MEETING:

OPEN SESSION

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA

COMMENT, PRESENTATIONS AND HEARINGS
- Commission Comments
- Public Comments (Agenda Items Only)

PERSONNEL ITEMS
- Applicant Appeal from Rejection for Counseling and Guidance Technician - *Action*
- Reestablishment of a Classification: Payroll Assistant - *Action*
- Extension of Limited Term Assignments - *Action*

INFORMATION

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Sophia Crocker, Director of Classified Personnel Services Dated: March 12, 2021

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REESTABLISHMENT OF A CLASSIFICATION

RECOMMENDATION:

It is recommended that the following classification be reestablished:

CLASSIFICATION TITLE:

Payroll Assistant, Classified Salary Schedule #75 ($3,093.84-$3,775.08/month)

BASIS OF RECOMMENDATION:

The Director of Fiscal Services has requested the reestablishment of the above classification to perform technical-clerical accounting, data entry, and record keeping to support the preparation, processing, and maintenance of the District's payroll. Incumbents in the Payroll Specialist classification are responsible for performing higher-level payroll accounting duties. The reestablishment of the Payroll Assistant classification will alleviate the Payroll Specialists from some of the lower-level work, allowing them to focus on the higher-level responsibilities. The reestablishment of the classification is warranted to meet the current demands of the payroll department.

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Presented to the Personnel Commission on March 17, 2021

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFICATION SPECIFICATION

Payroll Assistant

Purpose Statement

Under the general supervision of the Payroll Supervisor, performs technical-clerical accounting, data entry, and record keeping to support the preparation, processing, and maintenance of the District's payroll.

Essential Functions

- Performs technical-clerical accounting duties (e.g. processing payroll deductions, calculating various forms of compensation and deductions, preparing calculations for recurring payroll checks, verifying account codes) to support the preparation and processing of regular and supplemental payroll and benefits for all District employees, including administrative, certificated, classified, and exempt.
- Inputs, audits, and updates payroll-related employee data and personnel transactions in the integrated automated payroll system to ensure accurate and up-to-date records.
- Reviews timesheets for accuracy (e.g. hours, rate of pay, budget account code) and investigates and corrects errors.
- Provides clerical accounting, data entry, and record keeping support to the leave accounting and auditing function, including calculating leave balances and verifying transactions are posted to correct accounts.
- Assists with processing statutory payroll actions such as fees and other adjustments; prepares related reports to billing agencies and communications to affected employees.
- Prepares, files, and distributes a variety of payroll documents and forms (e.g. retirement and other withdrawal forms, federal withholding forms, warrants, W-2 forms, direct deposit forms, summer withholding forms, statement of wages, unemployment claim forms, medical insurance leave forms) to ensure appropriate documentation is maintained in compliance with established policies and regulatory guidelines.
- Responds to basic and routine inquiries and concerns pertaining to payroll functions, transactions, practices, policies, and procedures and refers complex issues to higher-level payroll personnel as appropriate.
- Collaborates with other departments to obtain and provide information to ensure accurate payroll information.
- Provides accounting data entry support to other accounting areas such as accounts payable and receivable.

Other Functions

- Performs other duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

Skills to:

- Operate office equipment, including computers and supporting word processing, spreadsheet, email, database, and specialized applications and systems
- Perform arithmetic operations quickly and accurately including sums, averages, fractions, decimals, and ratios
- Accurately enter electronic data and information at a speed necessary for successful job performance

Knowledge of:

- Applicable laws, rules, regulations, policies, and procedures that govern payroll, benefit, leaves, and retirement processing

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- Applicable District policies, procedures, and collective bargaining agreements pertaining to the payroll function
- Technical-clerical accounting procedures relative to the calculation and processing of payroll
- Integrated automated payroll systems
- Principles and procedures of records management, including financial recordkeeping
- Mathematical principles to perform payroll calculations

Ability to:

- Perform technical-clerical accounting in support of the preparation and processing of a high volume of payroll
- Learn and apply applicable laws, rules, regulations, policies, and procedures governing payroll, benefit, leaves, and retirement in California, as well as District policies, procedures, and collective bargaining agreements
- Maintain accurate financial and payroll records
- Plan and organize work to meet pre-determined deadlines with little flexibility
- Analyze situations and adopt effective courses of action
- Learn and apply new information, skills, and technology
- Maintain confidential records and information
- Collaborate with others to carry out work
- Communicate clearly and concisely, both orally and in writing

Education and Experience

A high school diploma or equivalent AND one year of experience performing or providing clerical support to payroll or accounting functions

OR

An associate degree with coursework in accounting, business administration, or a related field

Working Environment

Work is performed in an indoor environment where minimal safety considerations exist.

Salary Schedule/Range	FLSA Status	Approval Date	Last Revised
Classified Salary Schedule/075	Non Exempt	January 2005	

Position: **PAYROLL ASSISTANT**	Revisions: August 2007
Department/Site: Fiscal Services	FLSA: Non-Exempt
Approved by: Personnel Commission, January 2005	Salary Range: 75 (Classified)

Summary

Performs clerical financial data entry and record keeping activities to support the preparation, processing and maintenance of payrolls for certificated, classified, and hourly employees.

Distinguishing Career Features

The Payroll Assistant is the first in a three level payroll accounting ladder. The Payroll Assistant reviews and processes payroll transactions using computer-aided data entry screens. The Payroll Assistant is expected to learn the District's payroll and accounting system and pertinent law and codes governing payroll in the state. Advancement to payroll Technician requires a complete understanding of certificated and classified payroll systems and appropriate laws, regulations, and reporting requirements. Advancement to Payroll Coordinator is based on need and requires the ability to integrate all aspects of the payroll, train others, audit, and make general ledger adjustments to computer-aided payroll systems.

Essential Duties and Responsibilities

- Performs clerical accounting duties involved in the processing of the payroll. Inputs and verifies payroll related computer input and output.
- Reviews timesheets for accuracy, completeness, account codes, and reconciles the totals and balances. Records salary changes, deductions, and other payroll information and processes changes to update master computer files. May calculate leave balances.
- Posts onto a computer-aided data entry format, payroll-related employee data in a timely and accurate manner. Verifies and processes necessary payroll deductions for benefits and related items.
- Computes and interprets miscellaneous forms of compensation and deductions. Prepares calculations for recurring payroll checks.
- May prepare payroll documents and forms such as, but not limited to, processing manual warrants, hourly payrolls, federal withholding forms, retirement forms, adjustments, etc.
- Assists with processing statutory payroll actions such as fees and other required adjustments. Prepares reports to billing agencies and communications to affected employees.
- Calculates balances of items such as sick leave, vacation, and personal leave. Verifies all transactions were posted to correct accounts.
- Distributes warrants, yearly W-2 forms and retirement system statements, sick leave registers and other payroll documents as necessary.
- Answers questions from employees requiring explanation of calculations, rules and regulations governing payroll processing.
- Interacts closely with Human Resources and other departments to assure that all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate.
- May assist others with payroll distributions for charging payroll costs to departments and verification of account codes.

- May provide accounting data entry support to accounts payable, receivable, and other miscellaneous ledger entry.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

  The position requires: Working knowledge of the practices and terminology of payroll accounting, clerical and office procedures and methods, business mathematics and record keeping. Basic knowledge of the laws and regulations governing payroll. Working knowledge of spreadsheet programs and procedural knowledge of data entry systems for payroll. Sufficient knowledge of labor and other contracts to properly interpret and calculate salaries. Sufficient human relations skill to convey technical concepts to others and to exercise patience in frustrating exchanges of information. Sufficient writing skill to document conversation, prepare memos, and document work steps.

- **Abilities**

  Requires the ability to: Perform all aspects of the job. Learn and apply federal, state, and education laws and codes and District procedures for processing payrolls. Maintain accurate payroll records. Demonstrated ability to learn the District's computer-aided payroll accounting system. Use a range of personal computer software such as spreadsheets, word processing, and databases. Must be able to perform arithmetic operations quickly and accurately. Ensure the confidentiality of private information.

- **Physical Abilities**

  Requires: ability to work in an office setting engaged in work of a primarily sedentary nature; ambulatory ability to retrieve files and stand at a counter for customer service transactions; sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment; visual acuity to read computer screens, printed material, and detailed accounting information; auditory ability to carry on conversations over the phone and in person.

- **Education and Experience**

  Requires a high school diploma or equivalent, (an emphasis in bookkeeping is preferred), and 2 years experience in the maintenance of financial or payroll records. Alternatively, may require college coursework in a business, accounting, or similar discipline requiring math and 1 year of experience.

- **Licenses and Certificates**

  10-key certificate at 150 strokes per minute @ 97% accuracy. Requires a valid California driver's license.

- **Working Conditions**

  Work is performed in an office environment with minimal exposure to health and safety conditions.

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
EXTENSION OF LIMITED TERM ASSIGNMENTS

RECOMMENDATION:

It is recommended that the Personnel Commission authorize extensions to limited term assignments for up to one year from the date of establishment for positions assigned to perform duties related to the emergency resulting from the COVID-19 pandemic.

BASIS OF RECOMMENDATION:
The appointing authority may establish limited term positions in accordance with California Education Code 45286:

Whenever the appointing power shall require the appointment of a person to a position, the duration of which is not to exceed six months, or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of said employee, the appointing power shall submit a request in which the probable duration of the appointment is stated. Eligibles shall be certified in accordance with their position on the appropriate employment list and their willingness to accept appointment to such position as limited-term employees. Limited-term employees shall be subject to conditions affecting status and tenure during and after employment that the commission may by rule determine. Notwithstanding these limitations on the duration of these positions, the commission may, based on a declaration of an emergency by the President of the United States or the Governor, authorize an extension that may not exceed one year. The duties of the extended position must be related to the emergency.

The Board of Education has established limited term positions and limited term increases to positions to perform duties to comply with demands associated with the COVID-19 pandemic. The majority of such limited term assignments have been within the classification of Elementary Campus Supervisor but have been established in other classifications as well. Demands associated with the COVID-19 pandemic will exist at least through the remainder of the 2020-21 school year. Therefore, an extension of any limited term assignments and increases established by the Board of Education to perform duties related to the COVID-19 pandemic is warranted during the state of emergency in accordance with Education Code 45286.

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