

Fundraiser/Field Trips

2014-15

Teacher/Grade	Fundraiser	Month	Teacher/Grade	Field Trip	Month
Gordon/Cox	Cookie Dough	September/Oct	Godinez/Carter/Henning	Pumpkin Patch	October
Klimper	Sponsor a Chair/Stand	Year Long	Cox/Alvarez	Gateway	unknown
Klimper	Band/Choir Dinner	Spring	Cox/Alvarez	Nature Center	unknown
8 th Grade Class	Candy Bars	TBD	Klimper	Orland High School	unknown
8 th Grade Class	Garage Sale	TBD	Klimper	District Music Festival	March
8 th Grade Class	BBQ/Bake Sale	TBD	8 th Grade Class	Discovery Kingdom	May
Yearbook	Sell Yearbook Ads	Year Long	Firth- Leadership	Chico State Leadership Camp	
Student Body	See's Candy	March/April	Firth- Leadership	Day of the Children- Chico	April
Flag Football	Pass-a-thon	October	Firth	Lassen National Park	May
Girls Basketball	Shoot-a-thon	December	Firth- Journalism	CSU, Chico or TV Station	TBD
Gordon-4 th grade	Candy sales	TBD	4 th Grade	Gold Nugget Museum	
Leveroni	Recycling Program	Year Long	4 th Grade	Mad Science Assembly	
			MESA	Tech Museum- San Jose	May
			MESA	Google Campus	TBD
			CJSF	Chico State/College Campus	TBD

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: Confidential HR and Payroll Specialist

SALARY RANGE:	Range 3	DIVISION:	Classified-Confidential
DEPARTMENT:	District Business Department	LOCATION:	District Office
REPORTS TO:	Chief Business Official	WORK YEAR:	12 month
APPROVED BY:	Governing Board	DATE:	July 1, 2014

SUMMARY: Under the supervision of the Chief Business Official, this position performs a wide variety of duties relating to human resources and payroll/benefits administration. This position also performs a variety of complex and confidential activities relating to the recruitment, selection, employment, salary placement and verification of credentials of certificated employees. This position performs research and assists district administration with statistical data and calculations pertaining to budget projections; prepares and maintains confidential human resource records, and files. This position also plans, coordinates, and manages a comprehensive payroll/benefit system; administers the District's medical, dental, vision, life, retirement, and other plans. This position requires the ability to operate the payroll system, generate reports as necessary, perform routine functions, and other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Coordinate and participate in recruitment functions and activities, including advertising, posting announcements, screening activities, developing interview questions, scheduling interviews and correspondence with interviewees and applicants, including arranging and follow-up for clearance of fingerprints.
2. Track and monitor TB testing of employees, including volunteer coaches.
3. Administrator of sub finding and leave tracking system.
4. Administrator of training and safety course system.
5. Prepare screening and interview packets for administrators and committees; may assist on interview panels; and schedule interview appointments with applicants.
6. Processing of payrolls including data collection, timesheet verification, vacation, sick leave, and worker's compensation including the coding of payroll.
7. Checking personal leave balances before allowing payment for time not worked.
8. Meet payroll deadlines.
9. Maintain evaluation timelines for administrators and supervisors to perform employee evaluations.
10. Maintain paid and volunteer coach paperwork; monitor coaching paperwork to ensure coaches have completed all paperwork and are up-to-date on their certificates.
11. Coordinate and track leave balances; calculate and post annual leave advancements.
12. Coordinate and monitor employment requirements, records and notifications such as credentials, licenses, certifications, vaccinations, and district training courses.
13. Complete paperwork related to unemployment and worker's compensation.
14. Maintain human resource and payroll information system records and generate reports as needed.
15. Prepare memos and letters for certificated staff in regards to human resource information – extra duty pay positions, credential & seniority list verification and certificated intent notices; maintain credential listing of all certificated staff and frequently visit the CTC website for information.

16. Develop and maintain seniority records, salary schedules, and position control for personnel; prepare, maintain, and provide salary placement information to district administration.
17. Review transcripts, resumes, and recommendation letters to determine appropriate salary placement of certificated personnel on the basis of training, education, and prior experience; prepare materials related to salary placement and employment benefits.
18. Prepare employment contracts and work with new hires to get employment paperwork completed.
19. Ensure all payroll activities meet required deadlines and comply with legal statutes, administrative regulations and collective bargaining agreements as appropriate.
20. Respond to and assist in resolving difficult and sensitive payroll/benefits requests or complaints; interpret and apply policies, procedures and employee contracts; work with district and site personnel concerning contract sections and employee reporting.
21. Research, compile, analyze and interpret payroll/benefits data and statistics using current technology tools to assist district administration with information for budgeting and negotiating purposes.
22. Perform complex calculations for pay exceptions, increases, retro, adjustments and non-routine payroll activities.
23. Act as internal consultant to administration and staff on payroll issues, benefits, and leaves of absence.
24. Serve as liaison between employees, retirees, and administrator of district's insurance benefits; provide assistance to employees on details of insurance benefits.
25. Assist the Business Office with monthly bank reconciliations of several bank accounts, including the Section 125 bank account.
26. Assist the Business Office with preparation of deposits as necessary.
27. Assist the CBO with various billings to third parties.
28. Assist the CBO with various state reporting requesting payroll and employee information.
29. Ensure all processes and procedures adhere to audit guidelines, district procedures, and internal controls.
30. Prepare benefit invoices and other invoices for payment using the accounting software system.
31. Attend related staff development workshops as necessary or required.

QUALIFICATION REQUIREMENTS: 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.

Knowledge of:

1. Human resources management; including knowledge of related labor laws/regulations or ability to research required information.
2. Principles, procedures, methods, practices, and terminology used in payroll and financial record keeping.
3. Benefits, disability plans, medical/dental/vision plans, worker's compensation, medical leaves and leave administration.
4. Methods and techniques of data collection, analysis and report preparation.
5. Audit requirements and internal controls related to payroll, employee records, money handling and other office procedures.
6. Proper use of a personal computer and related software.
7. Appropriate office procedures.
8. Accounting, payroll and human resource software.
9. Accounting, HR, and payroll rules and regulations.
10. Advanced mathematics.
11. Proper English usage, grammar, syntax, spelling, punctuation, and communication.
12. Basic First Aid.

Ability to:

1. Create documents, databases, spreadsheets, and reports.
2. Enter data and create reports using human resource and payroll information system.

3. Compose, compile, and tabulate data and information to prepare summaries and reports.
4. Conduct and interpret research on human resource, payroll, and benefit topics.
5. Learn, interpret, and apply pertinent codes, rules, and regulations, including district policies and procedures pertaining to assigned functions.
6. Perform responsible and difficult human resources and payroll related work involving the use of independent judgment and personal initiative.
7. Demonstrate exceptional customer service and respond to requests and inquiries for information regarding human resources laws, rules, regulations, Education Code, policies, procedures; and regarding payroll, benefits, leave of absences, payroll deductions, and salary.
8. Work independently in the absence of supervision.
9. Stay abreast of changes with employees, employment contracts, insurance contracts, labor law, or other factors that may impact this function.
10. Work effectively and efficiently under pressure with constant interruptions.
11. Maintain confidentiality of employee information.
12. Multitask in a timeline-driven environment.
13. Handle multiple concurrent projects and manage priorities and tasks.
14. Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
15. Utilize independent judgment and problem solving skills to complete required tasks.
16. Establish and maintain accurate records and files.
17. Establish and maintain effective working relationships with district staff, faculty, students, and others encountered in the course of work.
18. Use tact, discretion, and courtesy at all times.
19. Communicate clearly and concisely, both orally and in writing.
20. Understand and follow oral and written instructions.
21. Perform mathematical computations quickly and accurately.
22. Type or operate a keyboard at a level proficient for successful job performance.
23. Operate 10-key.

EDUCATION AND/OR EXPERIENCE: Any combination of training/education and experience that would likely provide the required knowledge and abilities would be qualifying. AA/AS degree or higher with focus in accounting or human resources. Two years of increasingly responsible experience in the administration of benefit plans, payroll operations and human resource management, preferable in the public sector environment.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, administration and other employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES: Valid California Driver's License (required by the first day of service).

PHYSICAL DEMANDS: The physical demands here 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. While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.

**Classified Application
Hamilton Unified School District**

POSITION DESIRED: Information Systems Manager
Application Submitted On: 9/10/2014 8:20:46 AM

PERSONAL INFORMATION

First Name: Frank	Last Name: James	M. I.: R	Other Name:
Mailing Address: [REDACTED]		Apt. Number:	
City: [REDACTED]	State: CA Zip: [REDACTED]	Country:	
Home Phone: [REDACTED]	Work Phone:	Cell Phone: [REDACTED]	
Fax:	Email: [REDACTED]	Homepage:	

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

High School: *Orland High School* Highest Grade Completed: Graduated GED

- Name of College: _____ From: To _____
 Major/Field of Study: _____ Degree Awarded: _____
- Name of College: _____ From: To _____
 Major/Field of Study: _____ Degree Awarded: _____
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 Major/Field of Study: _____ Degree Awarded: _____
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 Major/Field of Study: _____ Degree Awarded: _____

List languages, other than English, that you are familiar with:

RECORD OF WORK EXPERIENCE

List Most Current Employment First

- Employer: *Rolling Hills Casino* Date From: *3/17/2003* To: *5/14/2014*
 Address: *2655 Everett Freeman Way, Corning, CA, 96021*
 Supervisor: *Lance Heinle* Phone: [REDACTED] Please don't contact
 Your Job Title: *System/Network Administrator* Supervisor Title: *IT Manager*
 Job Duties: *Design, implement, maintain and oversight of data center network and systems.* Hours/Week: *50 plus 24/7 on call support*
 Reason For Leaving: *Change in tribal management* Salary: *77,605*
- Employer: _____ Date From: To: _____
 Address: _____ Current Employer Please don't contact
 Supervisor: _____ Phone: _____ Supervisor Title: _____
 Your Job Title: _____ Hours/Week: _____
 Job Duties: _____ Salary: _____
 Reason For Leaving: _____
- Employer: _____ Date From: To: _____
 Address: _____ Current Employer Please don't contact
 Supervisor: _____ Phone: _____ Supervisor Title: _____
 Your Job Title: _____ Hours/Week: _____
 Job Duties: _____ Salary: _____
 Reason For Leaving: _____

PROFESSIONAL REFERENCES

- Name *Alex Salazar* Title *HR Director*
 Organization/Company *Pro Pacific* Email [REDACTED]
 Phone [REDACTED]
- Name *Chris A. Pata* Title *Senior Systems Administrator*
 Organization/Company *National Congress of American Indians* Email [REDACTED]
 Phone [REDACTED]
- Name _____ Title _____
 Organization/Company _____ Email _____
 Phone _____

LEGAL INFORMATION

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies.

EXPLAIN ALL "YES" ANSWERS IN THE BOX BELOW THE QUESTION.

1. Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (Note: Exclude convictions for marijuana-related offenses for more than two years old.)

YES NO

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

2. Have you ever been dismissed or asked to resign from any position?

YES NO

If you answered "Yes", please explain below.

There was a change in tribal management that led to the dismissal of several employees at the casino.

3. This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made.

If you need a reasonable accommodation to participate in the hiring process, Hamilton Unified School District will provide you with one upon notice.

4. My submission of this on-line application authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or other data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district/County Office.

Signature Frank Robert James



Frank R. James

1085 Admiral Lane | Chico, CA 95973 | 530.520.9133 | frank.robert.james@gmail.com

Systems/Network Administrator

11 years of experience designing and implementing complex technology solutions. Extensive experience planning and deploying network and server infrastructures across multiple platforms. Effectively plan, deploy, configure and support technology infrastructures to achieve business objectives while maintaining high availability and performance.

Core Knowledge and Skills:

- Complex Project Management
- System Administration
- Network Engineering
- Systems Design & Development
- Analysis and Troubleshooting
- Security Solutions
- Project Budget Management
- Team Building & Leadership
- Training & Mentoring

Technical Expertise:

Certifications:	CompTIA A+, CompTIA Network+, MCSA 2000
Operating Systems:	Windows, Windows Server, VMware ESXi
Hardware:	HP Switches, SonicWALL Firewalls, Dell and HP Servers, EMC AX and CX SAN's, Barracuda Spam Firewall
Software:	Exchange, SQL, VMware vSphere, Symantec Backup Exec, Unitrends Enterprise Backup, Symantec Endpoint Protection, Filebound
Networking:	Extensive Knowledge Network Design, Routing and Protocols

Career Summary:

Systems/Network Administrator, Rolling Hills Casino, Corning, CA **August 2009 – May 2014**

- Planned, budgeted, and implemented a \$150,000 virtualization project utilizing VMware sphere, Dell servers and EMC storage. The project included the virtualization of all physical servers across multiple ESXi hosts attached to a fiber channel SAN.
- Designed and implemented a fault tolerant, highly available iSCSI and Fiber Channel shared storage solution.
- Designed, budgeted, implemented and maintained a multi-site, replicated backup and disaster recovery solution.
- Develop and strengthen working relationships with other business units and strategic partners.

Network Administrator, Rolling Hills Casino, Corning, CA **September 2005 – August 2009**

- Engineered and maintained all facets of an enterprise class network.
- Designed, maintained and administrated multiple SQL and Exchange server environments.
- Managed and deployed a robust document imaging system.
- Established, documented and enforced network security policies and procedures.
- Ensured daily departmental activities aligned with business objectives.
- Developed scripts to automate tasks and reports.
- Assisted the IT manager in staff recruitment and daily staff supervision.

- **Maintained phone system including extension and voicemail management, call accounting and reporting software, system features, auto attendant and least cost routing tables.**
- **Troubleshoot PC hardware and software issues.**
- **Install and configure business related applications.**
- **Schedule and perform preventative maintenance on PC's, printers and copiers.**
- **Image PC's for mass deployment and disaster recovery.**
- **Virus, spyware and malware removal.**
- **Change backup tapes and transport to a secure, off-site location.**

9/29/14

TO: ERIN JOHNSON - ATHLETIC DIRECTOR
CRIS OSEGUERA - PRINCIPAL

PLEASE ACCEPT THIS LETTER AS MY RESIGNATION
AS COACH OF THE HAMILTON HIGH TRACK TEAM.

I APPRECIATE THE OPPORTUNITY TO COACH FOR 2013
AND 2014 SEASONS, BUT WILL BE UNABLE TO RETURN
FOR THE 2015 SEASON.

REGARDS,



ROBERT R. CABRAN