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Position Title: Human Resources/Payroll Manager  
Qualifications: Strong educational and employment history in human resource management and payroll activities  
Department: West Salem School District Office  
Reports To: Superintendent  
Approved By: Board of Education

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I. Summary:

This is a professional position responsible for the payroll and benefits administration, and human resource affairs of the school district in accordance with district policies, procedures and federal and state guidelines.

II. Essential Duties and Responsibilities:

- A. Maintain Payroll, Employee Management, Time Off and substitute tracking data base systems in compliance with district contracts, handbooks, policies and applicable standards.
- B. Coordinate employee recruitment and interviewing job candidates.
- C. Assist administration with recommending and assignment of personnel.
- D. Schedule and administer administrative assistant testing.
- E. Prepare job descriptions.
- F. Coordinate staff evaluations.
- G. Assist the superintendent in overseeing handbook and employment policy implementation.
- H. Process payroll for all school district employees and maintain accurate, up-to-date files of payroll, personnel and employee benefit information.
- I. Process timesheets for substitutes, additional or special pay, co-curricular pay, etc., in a timely manner at the proper rate and with the appropriate district budget and WUFAR coding.
- J. Verify and reconcile payments for insurance and other elective and non-elective payroll deduction and benefit programs.
- K. Receive, implement and maintain W-4 forms, insurance records, dock pay, flex plan, tax-sheltered annuity, garnishments, child support and other miscellaneous employee payroll deductions.
- L. Process verifications of employment and wages, and unemployment compensation reports. Attend unemployment hearings when necessary.

- M. Report and maintain workers' compensation claims and records.
- N. Conduct new employee orientations and enroll them in appropriate payroll and benefit programs.
- O. Set up and maintain direct deposit records for employees.
- P. Oversee pre-employment placement tests, occupational functional capacity tests, drug tests and background checks on new hires, volunteers, and coaches or randomly as requested by administration.
- Q. Maintain current records on physicals for new employees.
- R. Distributes information and communicates benefit programs such as retirement, health, disability, life, employee assistance program, and workers' compensation plans to employees and their dependents.
- S. Coordinate accounts payable processes for payroll and human resource related matters.
- T. Meet with terminating and retiring employees to discuss payroll and benefits and process paperwork accordingly.
- U. Prepare payroll and human resource surveys and reports as required by administration or state and federal government.
- V. Provide notary of the public services as needed.
- W. Oversee end of calendar and fiscal year reconciliations and processes.
- X. Coordinate W2 processing and reporting.
- Y. Assist with annual financial and worker's compensation audits.
- Z. Effectively use interpersonal skills to communicate with all levels of staff, the Board of Education, vendors and the public.
- AA. Is knowledgeable and implements and carries out the West Salem School Board policies.
- BB. Attend professional meetings and workshops to stay abreast of payroll and human resources regulations.
- CC. Acquire a working knowledge of the Finance Directors duties in case of his/her absence.
- DD. Perform all duties as assigned by the Finance Director, Superintendent or Board of Education.

III. Supervisory Responsibilities:  
None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

High School graduate with a bachelor's degree in accounting or business-related field. Preference for experience in public education and working with human resources and payroll activities.

B. Certificates, Licenses, Registrations:

Current AED, First Aid and CPR training.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write business memos and correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public.

D. Mathematical Skills:

Ability to read charts and graphs, and create spreadsheets, graphs, charts and miscellaneous reports. Very high level of accuracy and attention to detail required.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff and community members.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentation and telecommunications.

G. Other Skills and Abilities

1. Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
2. Knowledge of current employment laws at State and Federal levels (including but limited to ERISA, HIPAA, FLSA regulations, FMLA, COBRA, ADA, and WRS) as well as regulatory recordkeeping and retention requirements.

H. Physical Demands:

1. The physical demands described 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. 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 the ability to adjust focus.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED:            January 8, 2007  
                             August 13, 2012