



Personnel and Payroll Specialist

Job Announcement

SALARY- Range 88

\$5,248.55 - \$6,379.65 Mo.

DEFINITION

Coordinates, reviews and provides technical direction and assistance for the employment of hourly academic personnel, hourly classified personnel and full time Consortium personnel. Provides technical, clerical, and onboarding assistance to new employees. Insures compliance with personnel practices, policies, rules and regulations as they apply to Consortium employees. Processes monthly payroll for all Consortium staff.

ASSIGNMENT

This is a non-exempt position. General assignment is 40-hours per week, normally 8:00 am - 5:00 p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedules and Consortium needs.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Director of Administrative Services, this position performs a wide range of duties and responsibilities requiring a thorough knowledge of the Consortium's payroll and personnel policies and provisions. This position must also have a thorough knowledge and understanding of the payroll and personnel procedures of the Joint Powers Authority (JPA) partner colleges involved in the Consortium. The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication and analytical skills.

EXAMPLES OF DUTIES

Depending on assignment, duties include, but are not limited to, the following:

- ♦ Coordinate a variety of payroll and personnel activities for Consortium employees
- ♦ Establish schedules and methods for providing efficient payroll services
- ♦ Serve as liaison with contracting Districts in coordinating payroll activities
- ♦ Insure compliance with contract provisions, policies, procedures and pertinent laws as they relate to employee payroll
- ♦ Assist new employees with completing employment paperwork. Insure proper completion of forms; secure documents necessary to complete the employment process
- ♦ Advise and assist academic personnel in meeting Consortium's minimum qualifications for employment. Verify qualifications and analyze eligibility for employment
- ♦ Act as a resource person regarding personnel services and health benefits, responding to inquiries and providing information as requested
- ♦ Audit service placement of all personnel
- ♦ Code and input employee demographic and work assignment information into the Consortium's databases. Update as necessary to maintain accuracy



- ♦ Monitor employee sick leave and vacation leave balances
- ♦ Verify and monitor all separate payrolls, including classified hourly and academic hourly payroll. Verify and submit academic payrolls as required to the contracted District Payroll office
- ♦ Analyze, update, verify and enter necessary corrections, adjustments or revisions to payroll records, employment contracts, work schedules and reports
- ♦ Monitor and record hours taught by academic instructors for maximum hours allowed
- ♦ Audit and disburse payroll warrants for Consortium personnel without automatic deposit
- ♦ Assist administrators by verifying and computing wages for budget adjustments or planning new budgets relating to employee costs
- ♦ Compile statistical reports for various administrators
- ♦ Organize and maintain confidential personnel-related, payroll and budgetary records
- ♦ Perform other duties reasonably related to job classification

QUALIFICATIONS:

Knowledge of:

- ♦ Operations, services and activities of ADP payroll systems to include time and attendance modules
- ♦ Accounting principles and practices
- ♦ Principles and practices of record keeping and reporting
- ♦ Data processing applications related to payroll and personnel administration
- ♦ Pertinent Federal, State and local employment laws, codes and safety regulations
- ♦ Proficient in contemporary office methods, procedures and equipment, including personal computers, software applications, word processing, spreadsheets, etc.
- ♦ ADP, QuickBooks, Google Suite and Microsoft suite software programs

Ability to:

- ♦ Determine work priorities, work independently and follow through on tasks
- ♦ Interpret and explain Consortium policies and procedures
- ♦ Utilize language skills to read and interpret documents such as college transcripts, contracts, policies, and procedure manuals; write routine reports and correspondence; effectively present information and respond to questions from managers, employees and the general public
- ♦ Utilize mathematical skills to add, subtract, multiple and divide using whole numbers, common fractions, and decimals; convert from one unit of measure to another; computer rate, ratio and percent to calculate figures and amounts such as salaries, percentages and proportions
- ♦ Communicate clearly and concisely, both orally and in writing
- ♦ Establish and maintain cooperative working relationships

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities would satisfy position qualifications. The knowledge and abilities could be obtained with an Associate's degree or equivalent from an accredited institution, or two years accounting experience or at least two years of related HR experience and/or training; or an equivalent combination of education and experience. Microsoft Excel and Word, ADP Payroll systems, and QuickBooks accounting software experience beyond a base knowledge is also required.

BENEFITS:

This is a full-time salaried position with 19 paid holidays, 15 paid vacation days, and 12 sick days accumulated annually. The Consortium offers Medical, Dental and Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

SALARY:

Range 88, Starting Wage of \$5,248.55 monthly during 6-month probationary period (based upon 2024/25 Salary Schedule).

APPLICATION REQUIREMENTS:

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at www.theacademy.ca.gov)
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications
- Unofficial transcripts demonstrating minimum educational qualifications (Official transcripts required at time of job offer)

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

Submit application materials to:

Ernie Smedlund, Director of Administrative Services

560 Bailey Ave.

San Jose, CA. 95141

Phone 408-229-4255

Fax 408-229-4298

Email: esmedlund@theacademy.ca.gov

Open Until filled

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.