

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Payroll/Personnel Assistant II

JOB CODE: 4335

DEPARTMENT: Various

PAY GRADE: 21 (UO)

DATE: 08/03/05

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### BASIC OBJECTIVES

This is specialized clerical and limited administrative work assisting an administrative superior with the management of personnel and payroll services for a major M-DCPS operating department. The work involves assisting personnel assigned to departmental sub-units to prepare and submit payroll rosters. Initiates and processes personnel transactions, maintains personnel and payroll information and reviews payroll rosters for compliance with M-DCPS payroll policies and procedures, computational accuracy and contract compliance. Though work is performed under the supervision of an administrator, the employee is expected to independently interpret and apply applicable policies, procedures and contractual provisions in completing job assignments.

### JOB TASKS/RESPONSIBILITIES

1. Assists administrative personnel involved in managing and maintaining payroll and personnel services for a decentralized multi-unit operating department.
2. Maintains and audits departmental time, attendance and leave data.
3. Prepares and processes multiple payroll rosters, correction memos and payroll supplements to Payroll Department.
4. Reviews payroll rosters for computational accuracy and appropriateness of supporting documentation, by reviewing data such as payroll codes, time reported, attendance, salary information, effective dates and related data.
5. Check reports and error listings against original rosters to insure that checks are issued according to reported times and salary schedules; corrects any errors and makes necessary adjustments.
6. Answers phone calls and written inquiries from employees and district staff requesting information regarding their pay checks, leave days, deductions, retirement incentive programs and other payroll related information.
7. Prepares notice of injury reports, workers compensation medical requests and supplemental reports for submission to insurance carriers.

8. Prepares and submits request for personnel action forms (RPA's) for all personnel transactions or processes same using the on-line personnel information reporting system.
9. Provides overview to new employees, explaining terms and conditions of employments, M-DCPS and departmental rules and regulations and employee benefits; assists new employees in completing necessary documentation.
10. Assists employees in filing insurance claims and applying for retirement benefits, interprets provisions of the applicable collective bargaining agreements, and provides such information to employees and supervisors.
11. Maintains personnel records and types reports, memoranda and correspondence.
12. Maintains and updates personnel and payroll data files utilizing word processing equipment.
13. Updates and maintains employee data cards, posts time changes, Worker's Compensation payments, retroactive time adjustments and other salary payments.
14. Performs and completes additional assignments as required or as assigned.

### **PHYSICAL REQUIREMENTS**

This is sedentary work which includes the following physical activities: stooping, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. Progressively responsible clerical or clerical/accounting experience including experience which has provided a working knowledge of M-DCPS personnel and payroll policies and procedures.
3. Familiarity with the operation of on-line computer based personnel and/or payroll reporting systems, word processing applications and data base programs.

OR

Any equivalent combination of acceptable training and experience.

4. Must demonstrate competency by passing the appropriate clerical examination.