

Edmonds School District
HUMAN RESOURCES DIVISION
SCOPE OF DUTIES
2017-18

Employee/Title	SCOPE of WORK
<p style="text-align: center;">DEBBY CARTER EXECUTIVE DIRECTOR Ext. 7012</p>	<ul style="list-style-type: none"> ◆ Oversees all operations of Human Resources Division (which includes Payroll & Benefits) ◆ Chief Negotiator for the District and EEA ◆ Meet and Confer Groups (Cabinet, Principals, Managers, Prof-Techs, Administrative Assistants) ◆ Develops bargaining strategies and analyzes impacts of proposals ◆ Facilitator of hiring process for all administrative positions ◆ ADA accommodation determination ◆ Medical issues support and management ◆ Employee investigations ◆ Administrator and employee support in disciplinary/job performance issues ◆ Oversees Professional Certification for administrators and teachers ◆ Oversees National Board Certification ◆ Recruitment fairs ◆ Evaluation process management ◆ Leave requests – administrators ◆ Staffing support ◆ Personnel records management ◆ District Labor Management Committee (DLMG) ◆ New Administrator orientation and mentoring program support ◆ Administers the District’s Affirmative Action Plan ◆ Prepares responses to EEO complaints & employment litigation matters ◆ Title IX & Civil Rights Compliance Officer ◆ District HIB Compliance Officer ◆ Supervises Coordinator, Teacher Education Advancement
<p>Victoria Alunni Administrative Assistant Ext. 7023</p>	<ul style="list-style-type: none"> ◆ Directly supports Executive Director and overall office manager for HR Division ◆ Supervises HR Receptionist ◆ EEA negotiations support ◆ Manages HR records processes and retention schedules ◆ Supports TEA Coordinator ◆ DLMG support ◆ Facilitates ADA accommodation ◆ Facilitates Administrator hiring process ◆ Implements administrative leave process
<p>Cheryl Koenig Receptionist Ext. 7020</p>	<ul style="list-style-type: none"> ◆ Answers phones for HR/Payroll ◆ Verifications of Employment ◆ Greets and assists customers ◆ Distributes mail for HR/Payroll ◆ Distributes new employee paperwork to new employees ◆ Fingerprint tracking ◆ Contract tracking
<p>Andrea Paull Coordinator, Teacher Education Advancement Ext. 7027</p>	<ul style="list-style-type: none"> ◆ Provides support and coordination for a teacher preparation scholarship program to recruit and retain qualified K-12 underrepresented teachers within the District ◆ Serves as a resource on alternate routes to teacher certification ◆ Recruitment/Retention support ◆ Supports hiring and onboarding processes

CERTIFICATED STAFF

<p style="text-align: center;">ROGER JORDAN DIRECTOR Certificated Staff Ext. 7029</p>	<p>STAFFING ALLOCATION</p> <ul style="list-style-type: none"> ◆ Develops and monitors staffing plans within resource allocation and contractual agreements ◆ Trains and assists administrators on staffing issues ◆ Assists in developing budget reduction strategies <p>HIRING</p> <ul style="list-style-type: none"> ◆ Manages recruitment and hiring process in compliance with laws and policies ◆ Manages process of pre-screening applications ◆ Monitors certification status of certificated staff. Supervises certificated data management/records <p>CONTRACT MANAGEMENT/BARGAINING</p> <ul style="list-style-type: none"> ◆ Negotiates collective bargaining agreement with Coaches' Association; ◆ Provides on-going contract administration and interpretation; ◆ Provides leadership on labor-management committees to maintain effective employee relations; ◆ Advises supervisors on grievances and prepares District response to grievances; ◆ Participates in contract negotiations, develops bargaining strategies and proposals, ◆ Analyzes impacts of proposals ◆ Administers employee leave provisions <p>EMPLOYEE RELATIONS</p> <ul style="list-style-type: none"> ◆ Monitors and coordinates annual evaluation process ◆ Coordinates employee investigations and performance plans ◆ Advises administrators in all areas of human resources management ◆ Assists administrators in resolving staff concerns ◆ Prepares responses to and assists with employment litigation matters <p>OTHER</p> <ul style="list-style-type: none"> ◆ Supervises HR Data Analysts, HR Specialist/Certificated, HR Assistant/Cert Staffing ◆ Supervises placement of student teachers in District
<p>Karen Hardesty Specialist, Certificated Ext. 7028</p>	<p>STAFFING</p> <ul style="list-style-type: none"> ◆ Administers certificated hiring process ◆ Maintains certificated staffing sheets ◆ Oversees certificated FastTrack ◆ Calculates trigger ◆ Certificate status ◆ Assists administrators with certificated hiring process ◆ Ensures adequacy of process <p>CONTRACT ADMINISTRATION</p> <ul style="list-style-type: none"> ◆ Assists administrators and certificated staff with contract interpretation ◆ Processes certificated staff leave requests, resignations and retirements ◆ Administers mileage and time budget for traveling teachers <p>OTHER</p> <ul style="list-style-type: none"> ◆ Administers student teacher placement process; approves certificated HRTF forms ◆ Directly supports HR Director for Certificated Staff
<p>Michael Critchett Data Analyst Ext. 7030</p>	<p>STAFFING</p> <ul style="list-style-type: none"> ◆ Monitors staffing levels for compliance ◆ Collects and compiles certificated employee data and prepares mandatory State reports <p>HIRING</p> <ul style="list-style-type: none"> ◆ Reviews and processes HRTF forms ◆ Calculates pay rates and salaries <p>BARGAINING SUPPORT</p> <ul style="list-style-type: none"> ◆ Develops cost projections and new salary schedules <p>EMPLOYMENT DATA MANAGEMENT</p> <ul style="list-style-type: none"> ◆ Prepares salary and benefit analyses; prepares new salary schedules ◆ Reviews personnel action forms for accuracy, enters data, and calculates salaries ◆ Monitors certificated staff education and experience levels ◆ Records clock hours ◆ Maintains staffing data for secondary schools ◆ Serves as resource person for certification/endorsement matters ◆ Prepares administrator contracts
<p>Melody Davis Data Analyst Ext. 7024</p>	<p>STAFFING</p> <ul style="list-style-type: none"> ◆ Monitors staffing levels for compliance with budget level ◆ Collects and compiles certificated employee data and prepares mandatory state reports <p>HIRING</p> <ul style="list-style-type: none"> ◆ Reviews and processes HRTF forms ◆ Calculates pay rates and salaries <p>BARGAINING SUPPORT</p> <ul style="list-style-type: none"> ◆ Develops cost projections and new salary schedules <p>CONTRACT ADMINISTRATION/BARGAINING</p> <ul style="list-style-type: none"> ◆ Prepares salary and benefit analyses; prepares new salary schedules ◆ Reviews personnel action forms for accuracy, enters data, and calculates salaries ◆ Monitors certificated staff education and experience levels ◆ Maintains staffing data for elementary and K-8 schools ◆ Prepares quarterly reports for classified unions
<p>Brenda Dobry Assistant, Certificated Staffing Ext. 7031</p>	<p>STAFFING</p> <ul style="list-style-type: none"> ◆ Opens and closes certificated applications (FastTrack) and positions ◆ Responds to questions from applicants and administrators ◆ Enters data in applicant database ◆ Enters certificated clock hours (out of district) ◆ Coordinates ID badges ◆ Facilitates student intern placement ◆ Enters new substitute hires into Skyward ◆ Makes new hire files and tracks information; tracks/enters data from HRTFs

CLASSIFIED STAFF

<p style="text-align: center;">MARK ROSCHY DIRECTOR Classified Staff Ext. 7025</p>	<p>STAFFING</p> <ul style="list-style-type: none"> ◆ Oversees classified staffing process within resource allocations and in accordance with collective bargaining agreements ◆ Trains and assists administrators on staffing issues ◆ Assists in developing budget reduction strategies <p>HIRING</p> <ul style="list-style-type: none"> ◆ Manages the recruitment and employment process for classified staff ◆ Establishes employment procedures and assures consistent application ◆ Monitors selection process to ensure compliance <p>CONTRACT ADMINISTRATION/BARGAINING</p> <ul style="list-style-type: none"> ◆ Negotiates collective bargaining agreements with six classified units ◆ Develops bargaining strategies and analyzes costs ◆ Prepares and responds to proposals ◆ Provides leadership on labor-management committees ◆ Advises supervisors on collective bargaining agreement grievances ◆ Prepares District response to grievances ◆ Administers employee leave provisions <p>EMPLOYEE RELATIONS</p> <ul style="list-style-type: none"> ◆ Monitors and coordinates annual evaluation process ◆ Coordinates employee investigations and performance plans ◆ Advises administrators in all areas of human resources management ◆ Assists supervisors in resolving employee concerns ◆ Prepares responses to and assists with employment litigation matters <p>OTHER</p> <ul style="list-style-type: none"> ◆ Supervises HR Analyst, HR Specialist/Classified Staff, HR Classified Staffing Specialist, Substitute Coordinator
<p style="text-align: center;">Shantel Strandt Analyst Ext. 7022</p>	<p>HIRING</p> <ul style="list-style-type: none"> ◆ Provides assistance to supervisors in job design for new positions and classifies positions for bargaining group and salary level ◆ Updates and maintains job descriptions ◆ Develops recruitment plans and prepares new job postings ◆ Advises supervisors on selection process ◆ Prepares interview questions and assessment tools ◆ Participates on and advises interview teams <p>CONTRACT ADMINISTRATION/BARGAINING</p> <ul style="list-style-type: none"> ◆ Participates on bargaining teams ◆ Designs and conducts salary surveys for certificated and classified employee groups ◆ Participates on labor-management committees <p>EMPLOYEE RELATIONS</p> <ul style="list-style-type: none"> ◆ Advises staff on contract interpretation ◆ Advises supervisors on employment practices and policies <p>OTHER</p> <ul style="list-style-type: none"> ◆ Leads process of employee requested job classification review ◆ Facilitates paraeducator training days ◆ Approves HRTF forms ◆ Reviews Title I NCLB qualifications for paraeducators ◆ Responds to unemployment claims ◆ Serves as contact for SafeSchools online training
<p style="text-align: center;">Jennifer Holmes Specialist, Classified Ext. 7026</p> <p style="text-align: center;"><i>Paraeducators Office Personnel Bus Drivers</i></p>	<p>LEAVES</p> <ul style="list-style-type: none"> ◆ Coordinates and implements the classified leave process ◆ Processes leave requests and return-to-work procedures <p>STAFFING</p> <ul style="list-style-type: none"> ◆ Administers classified staffing process ◆ Prepares and distributes reports to administrators ◆ Administers paraeducator displacement process <p>CONTRACT ADMINISTRATION/BARGAINING</p> <ul style="list-style-type: none"> ◆ Supports bargaining process and participates on negotiation teams ◆ Prepares bargaining proposals and maintains bargaining notes ◆ Prepares tentative agreements ◆ Supports labor-management committees ◆ Advises staff on contract interpretation ◆ Processes employee leave requests <p>OTHER</p> <ul style="list-style-type: none"> ◆ Assists HR Director for Classified Staff in confidential investigations and discipline issues ◆ Administers the Federal drug and alcohol testing process ◆ Approves routine HRTF forms ◆ Serves as backup for Substitute Coordinator

<p>Annette Gahan Classified Staffing Specialist Ext. 7011</p> <p>Custodians Maintenance Food Service</p>	<p>HIRING</p> <ul style="list-style-type: none"> ◆ Coordinates and implements the classified hiring process ◆ Prepares job postings and posts positions ◆ Closes job postings and prepares applications for screening ◆ Creates and maintains job files ◆ Assists applicants and supervisors with hiring process ◆ Prepares and maintains new hire forms and materials <p>CONTRACT ADMINISTRATION/BARGAINING</p> <ul style="list-style-type: none"> ◆ Supports bargaining process and participates on negotiation teams ◆ Prepares bargaining proposals and maintain bargaining notes ◆ Prepares tentative agreements ◆ Supports labor-management committees ◆ Advises staff on contract interpretation <p>OTHER</p> <ul style="list-style-type: none"> ◆ Collects and tracks employee evaluations ◆ Processes employee resignations and retirements ◆ Updates staffing sheets ◆ Approves routine HRTF forms ◆ Serves as backup for Substitute Coordinator ◆ Processes transfer requests ◆ Serves as District WATCH Administrator
<p>Tina Waddell Substitute Services Coordinator Ext. 7072</p>	<ul style="list-style-type: none"> ◆ Administers certificated and classified substitute service program ◆ Processes applications and hires new substitutes ◆ Resolves problems with substitute placements ◆ Prepares documents for substitute payroll ◆ Coordinates work of automated calling system and maintains substitute databases ◆ Compiles reports and data regarding substitute usage

PAYROLL / BENEFITS	
<p>LAURA BARNEY MANAGER Payroll and Benefits Ext. 7037</p>	<ul style="list-style-type: none"> ◆ Oversees all operations of Payroll and Benefits including Workers' Compensation and retirement ◆ Supervises all Payroll and Benefits staff ◆ Payroll & Benefit compliance ◆ Affordable Care Act compliance / questions ◆ VEBA compliance ◆ Shared leave program compliance ◆ Contract calculations ◆ Leave processing ◆ HRTF processing ◆ W-2s ◆ 941 Taxes ◆ Quarterly Workers' Compensation reporting ◆ Quarterly Unemployment reporting ◆ 403(b) administration ◆ Domestic Partner insurance coverage ◆ Social security verifications ◆ Bargaining support (Prof-Tech)
<p>Diana Drake Payroll Data Analyst Ext. 7039</p>	<ul style="list-style-type: none"> ◆ Run the monthly and supplemental payroll process ◆ Sets monthly payroll schedule ◆ Back up support to Payroll Manager ◆ Garnishments ◆ HRTF processing ◆ Insurance ◆ Pooling ◆ Contract calculations ◆ Extra duty ◆ Department chair pay ◆ Trigger pay ◆ Food Service holiday pay ◆ Food Service longevity pay ◆ Bus Driver longevity pay
<p>Jean Whalen Payroll Data Technician Ext. 7054</p>	<p>PAYROLL</p> <ul style="list-style-type: none"> ◆ Processes employee leaves of absence ◆ Shared Leave program – process applications and donations – monitors compliance ◆ Sick leave and vacation cash out for separating employees ◆ VEBA enrollment ◆ Payroll projects as needed <p>HR/DATA SUPPORT</p> <ul style="list-style-type: none"> ◆ Employment verification ◆ Transcript file transfer ◆ Data entry (clock hours, cert transcript) ◆ Year-round project (RIF, credit upload, calendar cycling)

<p>JoAnn Fiore Compliance Technician Ext. 7043</p>	<p>AFFORDABLE CARE ACT</p> <ul style="list-style-type: none"> ◆ Tracks work hours and sends offers of medical coverage ◆ Process 1095C Tax Forms ◆ Compliance & Questions <p>LABOR AND INDUSTRIES (L&I) WORKERS COMPENSATION</p> <ul style="list-style-type: none"> ◆ Intake and processing of Workers' Compensation claims ◆ L&I leaves of absence ◆ L&I calculations and deductions <p>OVERPAYMENTS</p> <ul style="list-style-type: none"> ◆ Notification to employees ◆ Repayment options <p>OTHER</p> <ul style="list-style-type: none"> ◆ EEA shared pool ◆ Special calendars ◆ Substitute and hourly employees sick leave management
<p>Vanessa Jackson Payroll Records Specialist Ext. 7033</p>	<ul style="list-style-type: none"> ◆ Processes all insurance deductions – all staff ◆ Direct deposit ◆ W4 ◆ Reconciliation of monthly benefit invoices ◆ Serves as backup to HR Receptionist <p>BUS DRIVERS</p> <ul style="list-style-type: none"> ◆ Teamster dues ◆ Hours changes ◆ Leave (setup, accrual and adjustments) <p>FOOD SERVICES</p> <ul style="list-style-type: none"> ◆ Hours changes ◆ Leave (setup, accrual and adjustments)
<p>Karen Mustard Payroll Specialist Ext. 7071 Certificated</p>	<p>CERTIFICATED</p> <ul style="list-style-type: none"> ◆ Process timesheets ◆ HRTF coding (pay codes & rates) ◆ Review substitute payroll ◆ Upload sub desk ◆ Process cert sub new hire and removal HRTFs ◆ 21-Hour forms ◆ EEA dues (teachers and coaches) ◆ Leave (setup, accrual and adjustments) ◆ Annual Leave Cashout <p>PRINCIPALS</p> <ul style="list-style-type: none"> ◆ Leave (setup, accrual and adjustments) <p>OTHER</p> <ul style="list-style-type: none"> ◆ Jury duty ◆ Sick leave transfer in & out ◆ Sick leave buy back ◆ Payroll bank account reconciliation ◆ Serves as backup to HR Receptionist
<p>Michael Brookman Payroll Specialist, Classified Ext. 7049</p>	<ul style="list-style-type: none"> ◆ Processes time sheets / classified ◆ Classified substitute pay ◆ Dues ◆ Annual sick leave buy back ◆ Leave processing / classified ◆ Enhancement hours ◆ Serves as backup to HR Receptionist
BENEFITS	
<p>Monica Carlson Coordinator, Employee Benefits Ext. 7041</p>	<ul style="list-style-type: none"> ◆ Coordinates all aspects of employee benefit program ◆ Conducts new employee orientations ◆ Benefit compliance ◆ Employee insurance options ◆ Works with employees to resolve benefits issues ◆ Qualifying events ◆ Retirement counseling ◆ Coordinates annual retirement seminars ◆ Workers' Compensation/temporary transitional duty (TTD) program ◆ Benefits orientations ◆ Wellness & financial fairs ◆ Employee Assistance Program (e.g. family support and counseling) ◆ HIPAA Officer
<p>Sheila Waite Benefits Assistant Ext. 7042</p>	<ul style="list-style-type: none"> ◆ Assists with facilitation of all aspects of Employee Benefits (dental, medical, salary insurance, LTD coverage) ◆ Portability & conversion of life insurance ◆ Benefits orientations (backup to coordinator) ◆ Section 125 enrollment forms ◆ COBRA ◆ Benefits Fair (organize & participate) ◆ Open enrollment (makes packets) ◆ Annual wellness & financial fairs ◆ On-line enrollment issues
<p>Kirsten Clark Retirement Specialist Ext. 7038</p>	<ul style="list-style-type: none"> ◆ Determines retirement eligibility for new hires ◆ Provides retirement estimates ◆ Researches retirement issues ◆ Respond to DRS requests for information ◆ DCP deductions ◆ Process 403(b) deductions & changes. Monitors compliance

