

## SALARY CREDITS SUPERVISOR

### DEFINITION

Plans, organizes, and supervises technical-clerical work and monitors productivity levels of a unit responsible for rating-in certificated employees on the Preparation Salary Schedule, Development Center and Early Education Center Salary Tables; which includes: determining schedule advances on these salary tables by evaluating college and university study, special training, and experience; determining career increment eligibility on the various certificated salary tables, including the Teacher, Master, Development Center, Early Education Center, Adult Education and Special Services Tables; and establishing and maintaining salary records.

### TYPICAL DUTIES

- Supervises specialized clerical personnel engaged in reviewing and evaluating documents, such as transcripts and employment verifications, for rating-in and salary advancement of certificated employees, and advising such persons on salary credit requirements.
- Interprets and applies Board rules, regulations, and certificated collective bargaining agreements regarding points for salary point credit, evaluation of experience and salary placement determination for certificated personnel.
- Provides information and interprets the certificated collective bargaining agreements and Board rules and regulations regarding the determination of certificated salary allocation in contacts with various District units, administrators, employees, applicants, other school districts, and the public.
- Prepares and directs the preparation of correspondence, reports, bulletins, and memoranda related to rating-in and salary determination activities.
- Represents Salary Allocations Unit in first level grievances involving salary allocation conflicts with certificated employees.
- Develops, recommends, and implements new or revised Personnel Guides, modifications to document management software and other applications, office forms, clerical methods, and operating procedures affecting rating-in and salary determination.
- Directs the use of the Filenet document management system to manage the work flow and measure the productivity of salary claims being processed.
- Utilizes a computer system and multiple software applications on a daily basis to monitor and supervise daily operations.
- Organizes and directs the maintenance of records and files.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Salary Credits Supervisor plans and supervises the activities of a large specialized clerical unit responsible for determining salary placement and applying salary advancement credits for certain certificated employees in accordance with Board policy, State education code and collective bargaining agreements.

The Credentials and Contracts Supervisor plans and supervises the activities of a specialized clerical unit responsible for the functions in support of the employment, credentialing, contracts, and processing of District certificated employees.

A Salary Credits Assistant performs technical-clerical work in rating-in applicants and employees on salary schedules and in evaluating work experience and college and university study or special training for the purpose of salary advancement, and interprets pertinent laws and rules regarding salary placement of applicants and employees.

## SUPERVISION

General direction is received from the Certificated Assignment Director, Salary Allocation. General supervision is exercised over Senior Salary Credits Assistant, Salary Credits Assistants, Personnel Clerks, and other clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Board of Education rules, regulations, and policies pertaining to compensation of certificated personnel
- Provisions of collective bargaining agreements regarding salary determination for certificated employees
- College credits applicable for salary points
- Colleges and universities accredited for study courses
- Methods of interpreting transcripts
- Spreadsheet, database, word processing and graphics computer software programs
- Office practices, procedures, and layout
- Methods and techniques of organizing the activities of a clerical unit, establishing priorities, and coordinating work flow
- Assignment and payroll procedures relating to certificated personnel
- Pertinent District Information Systems

### Ability to:

- Supervise effectively
- Interpret collective bargaining agreements and policy guides related to salary evaluation procedures
- Develop new procedures and work methods
- Establish procedures for and direct maintenance of specialized personnel records
- Compose correspondence, write procedures, and prepare reports
- Make arithmetic computations rapidly and accurately
- Communicate effectively with administrators, employees, applicants, and the public

## ENTRANCE QUALIFICATIONS

### Education:

An Associate of Science degree or its equivalent from a recognized college or university, preferably including courses in office management, supervision, and computer usage. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience in rating-in and salary determination of certificated personnel utilizing SAP, HRS, TAS, and Filenet document management/ imaging systems.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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PJO

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CA