

Class Codes

SALARY CREDITS ASSISTANT	2248
SENIOR SALARY CREDITS ASSISTANT	2250

DEFINITION

Performs technical-clerical duties pertaining to rating-in and salary placement for certificated employees on the appropriate salary tables including the Teacher Special Services, Development Center, Early Education Center and Adult Education table and to the determination and application of salary credit for experience, training and study toward such placement. A Senior Salary Credits Assistant participates in and provides work direction and training to technical-clerical and clerical support personnel engaged in salary allocation activities.

TYPICAL DUTIES

Interprets and explains District policy and labor agreements pertaining to the evaluation of training and experience for rating-in and schedule advances to District and non-District personnel.

Advises applicants for certificated positions and current certificated employees of salary requirements.

Checks rating-in applications and salary advancement applications and verifications for completeness and accuracy.

Applies established guides to determine salary rates for new employees and to ascertain whether requirements have been met for salary advancement of current employees.

Provides guidance to clerical staff who prepare and maintain a variety of salary records that include requests for information and notices of personnel actions for processing new and current employees.

Responds to employee requests for review of salary evaluations, such as evaluation of coursework for relevancy, and prepares necessary correspondence regarding salary problems, inquiries and concerns.

Utilizes a computer-based document management system and applies established guides in the evaluation of applications and documents for salary credits for courses taken at accredited or nonaccredited institutions, in-service training, and approved travel study.

Obtains information and prepares written replies to questions from teachers about salary credit matters.

Compiles data and prepares special reports on salary records.

Operates various computer systems utilizing a variety of software applications to obtain and input information for salary credit purposes.

* Trains technical, clerical, administrative and professional personnel on procedures and operation of computer-based document management system pertaining to rating in certificated employees on the Teacher Special Services, Development Center, Early Education Center and Adult Education and Special Services or corresponding salary table.

* Develops, recommends, and implements new or revised clerical methods, office forms, and operating procedures affecting salary determination.

* Conducts research regarding the effect of contractual salary allocation requirements and District policies on the operation of the Unit and makes recommendations.

* Assigns and prioritizes work, and acts as liaison between offices to assure consistency in the recording and maintenance of salary records.

Performs related duties as assigned.

* Senior Salary Credits Assistant only

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

The Salary Credits Supervisor plans and supervises the activities of a technical-clerical staff responsible for determining salary placement and applying salary advancement credits for certificated employees and clerical support staff.

A Senior Salary Credits Assistant trains, assigns, and participates in the work of technical-clerical personnel in determining salary placement of certificated employees; resolves issues related to relevancy of courses or experience credit inasmuch as possible without referring them to a supervisor, and performs the more complex technical-clerical work.

SUPERVISION

Salary Credits Assistants receive general supervision from the Salary Credits Supervisor and work direction from the Senior Salary Credits Assistant. No supervision is exercised. A Senior Salary Credits Assistant receives general supervision from a supervisory or administrative employee and provides work direction to Salary Credits Assistants and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Functions of various personnel and payroll units
- District/UTLA Agreement, Board of Education rules, regulations, and policies pertaining to compensation or assignment of certificated personnel
- Types of college credits applicable for salary credit
- Methods of interpreting transcripts
- District Information Systems (HRS, TAS, PTRS, SAP and FileNet)
- Office practices and procedures
- Assignment and central office payroll procedures
- Effective training techniques (Senior Salary Credits Assistant)

Ability to:

- Utilize various computer systems and software applications
- Interpret District/UTLA agreements and policy guides related to salary evaluation procedures
- Evaluate college transcripts and prior experience or service
- Compose correspondence and prepare clear, concise replies to salary questions
- Make arithmetic computations rapidly and accurately
- Communicate professionally and effectively in telephone, personal and written communications with administrators, applicants, employees, and the public
- Operate a computer terminal
- Work effectively within timelines, established goals and with frequent interruptions
- Interpret data processing codes and procedures and effects when evaluating training and experience for salary placement

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management and computer usage.

Experience:

Salary Credits Assistant:

Three years of clerical experience, including two years of District personnel-clerical experience involving the utilization of the Human Resource System (HRS) and/or SAP, and the interpretation and application of rules and regulations related to personnel assignments, central payroll administration, or salary allocation. Experience using the FileNet system is preferred.

Senior Salary Credits Assistant:

One year of experience as a Salary Credits Assistant. One year of experience supervising or providing work direction to a small group of employees is preferred.

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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02-22-12
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10-04-18
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