

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II – LOGISTICS & PAYROLL TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, provides specialized technical support, troubleshooting, and expertise for all Transportation Department payroll administration, utilizing the applicable Time and Attendance systems. Work involves extensive skills and knowledge of the interface between the District and Transportation Department's payroll systems. Serves as the Transportation Department liaison for the Human Resources and Payroll Departments. This position also maintains all personnel databases including bus drivers, safety assistants, and activity bus drivers and quality controls all associated personnel actions. Serves as the logistics administrator for vehicle accident records, annual State personnel reports, random drug testing coordination and regularly audits time and attendance records for accuracy and completeness. Reports to the.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Oversees the Transportation Department's time and attendance administration.

Provides specialized technical support, troubleshooting, and expertise utilizing the applicable Time and Attendance systems.

Attends appropriate and necessary training opportunities and internet based instructional courses to obtain an expert level of knowledge of all applicable hardware and software systems related to the department's time and attendance record systems.

Coordinates payroll functions to assure accurate and timely processing of data.

Works with transportation supervisors regarding the distribution and receipt of required payroll documents electronically.

Works with transportation supervisors regarding the organization and filling of payroll information; ensures adherence to established payroll processing procedures and schedules; and provides assistant with concerns, problems and/or completion of payroll for bus drivers and safety assistants.

Performs audits time and attendance records for accuracy, efficiency and completeness.

Performs audits the bus driver and safety assistant time agreements to the daily submission of time to ensure accuracy, efficiency and completeness. Notifies the

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appropriate supervisor or director of procedural, technical, or personnel concerns and deficiencies.

Prepares applicable reports and payroll queries routinely, as requested or as needed.

Keeps the Director informed of the flow and status of the payroll process.

Coordinates and conducts training of department staff for proper use of the designated Time and Attendance application and systems.

Maintains the school bus driver/safety assistant/activity bus driver's information database, which includes home address, telephone number, and years of experience, applicable license information and appropriate drug/alcohol testing information.

Assists with the coordination and record keeping of drug and alcohol testing, chain of custody forms and testing results.

Maintains school bus driver North Carolina mandated (TD-2R) agreement time and monthly time cards. Prepares monthly reports of time used and reports same to the Director of Transportation.

Verifies driver years of experience statements for payroll purposes.

Annually, prepares and provides to the North Carolina Department of Motor Vehicle Examiners and Zone Transportation Supervisors a listing of school bus drivers' commercial drivers license expiration dates.

Collects reviews and forwards to the Human Resources Department, forms employees submit for resignation from the school system Maintains a log of all documents that are submitted to the Human Resources Department that affect department employee status.

Serves as a liaison between the Transportation Department and the Human Resources and Payroll Departments.

Assists in the development of the school bus driver and safety assistant pay calendar.

Receives correspondence regarding leave information and return to work status for all transportation employees. Ensures employee status is reflected accurately in the Time and Attendance systems.

Submits payroll data electronically between the payroll databases on specified dates.

Collects vehicle accident information for submission to the Department of Justice liaison.

Receives communication and correspondence from insurance companies regarding accident information and student injuries.

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Assist in completing interrogatories and court related documents for submission to the Department of Justice.

Maintains all accident information files and databases.

Coordinates insurance claims and adjustments with the Department of Justice.

Provides correspondence regarding school bus accidents to senior level District leaders.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned.

MINIMUM EXPERIENCE AND TRAINING

Bachelor or Associates degree in business management preferred and/or 5 years of experience with technical payroll accounting. Must have a prior experience in logistics, payroll, database management and employee training or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities.

Prior training and experience with Microsoft operating systems are necessary. Must possess a solid working knowledge of computers, printers, plotters, database management and web-based or software applications. Good organizational, communication and analytical skills are essential. Knowledge of state and local statutes, policies and procedures in school bus transportation is also essential.

Experience with databases and other spreadsheet software is essential.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including motor vehicles, computers, and adding machines. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for Sedentary to Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports and records, invoices,

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computer applications and instructions. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, mechanical, and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using computers, audio-video equipment, and buses.

Manual Dexterity: Requires the ability to handle a variety of items such as computers, audio-video equipment, and buses. Must have minimal levels of eye/hand/foot c o o r d i n a t i o n .

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of state and local laws, regulations, and guidelines regarding bus routes, stops, and driver requirements.

Thorough understanding and experience with MS Office products.

Thorough knowledge of effective supervisory practices relating to motivation, delegation and communication.

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Thorough knowledge of payroll processing and bookkeeping.

Considerable knowledge of accounting and office practices, methods and procedures.

General knowledge of federal, state and local laws and regulations and effective practices relating to hiring and disciplining employees.

General knowledge of the use of computers for record-keeping and report generation.

Working knowledge of school class scheduling concept, school opening and dismissal times.

Ability to establish and maintain accurate and organized records and compile reports.

Ability to perform arithmetical calculations.

Ability to establish and maintain effective working relationships with school officials, parents, students and drivers.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.