

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Coordinator, Information & Compensation Services

DEFINITION

Under general direction assists in planning, organizing, managing, and directing the coordination of the overall operation for information services, compensation and benefits operations for the Sacramento County Office of Education (SCOE) departments and school districts; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent, Support Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Information Services

Assists the in planning, organizing, managing and directing the Information Systems Department including the implementation, maintenance and evaluation of all business, financial, payroll and human resources related computer software and hardware systems; assists in the coordination to develop and maintain an efficient and effective county-wide interconnected business related computer systems; provides technical direction in the development of new business, financial, payroll and human resources related systems and programs; communicates on a regular basis with clients to identify needs and concerns; responsible for insuring that computer applications are appropriate for the business, finance, payroll and human resources related information needs of SCOE departments and school districts; provides support to all SCOE departments and school districts in their information and data processing needs; assists SCOE departments and school districts to develop and implement procedures, and guidelines for collecting, analyzing, and monitoring business, financial, payroll and human resources data; coordinates and assigns staff in developing and implementing related software for use in budgeting, fiscal and financial services, human resources, payroll, and other related reports; coordinates training of SCOE staff and district personnel on state software and the county offices' integrated information systems programs; identifies data processing needs and works with the various SCOE departments as needed; attends workshops, conferences, and meetings as requested; provides staff with reports and interpretations of such conferences and meetings; prepares a variety of reports, correspondence, and memoranda; selects, trains, supervises, and evaluates assigned personnel.

Compensation Services

Plans, coordinates and supervises SCOE's compensation and benefit operations; oversees preparation of accounting entries, and the reconciliation and filing of financial reports required by federal, state and local agencies; coordinates payroll production for participating county school districts; coordinates, and oversees the reconciliation and preparation of deposits and financial reports for federal and state tax withholding, State Teacher's Retirements System, Public Employee's Retirement System, and unemployment insurance; oversees the reconciliation of districts' funds and employee withholdings on deposit in county school deduction trust fund; assists in financial audits and implements recommendations; acts as a liaison with various federal, state and local governmental agencies; selects, trains, supervises, and evaluates technical and clerical staff; oversees the Worker's Compensation process; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a Bachelor's Degree in computer science, management information systems or related fields; increasingly responsible professional experience in public accounting, budgetary analysis, auditing, and business management. Successful supervisory experience, preferably in a school or governmental setting; experience in the supervision of a highly technical staff; successful experience in system management.

Knowledge of:

Principles and methods of systems analysis, computer programming and scheduling; principles and practices of school business, financial, payroll or human resources procedures; technical capabilities of hardware and software used for business purposes; capabilities, capacities and limitations of computers and related peripheral equipment in a variety of settings; the California School Accounting manual; data processing systems; technical aspects of school business finance; Worker's Compensation and loss control programs.

Skill and Ability to:

Plan, coordinate, and supervise the work of technical and clerical staff; initiate, conceptualize, formulate, analyze and manage new business, financial or human resources related programs and systems; develop and implement new or revised business, financial, payroll or human resources methods and procedures; read, interpret and apply technical data processing manuals and related documents; interpret, apply, and explain laws, rules and regulations as they apply to school financial operations; assist in the development and installation of effective techniques for improving information services; learn new software packages and adapt to changes in technology; interpret and apply information presented in trade journals and magazines; research technical manuals and guides; assemble and analyze data and make appropriate recommendations; prioritize, organize, schedule and coordinate a variety of activities and projects; establish and maintain effective working relationships with County and district administrators and staff; communicate effectively in oral and written form in both technical and non-technical terms; plan, direct, coordinate, and supervise activities of a highly technical staff; work independently with little direction; select, train, and supervise personnel.

Approved by Personnel Commission 9-24-02