

**BURLINGAME SCHOOL DISTRICT Classified
Staff Bulletin
2021-2022 School Year**

POSITION

Payroll and Benefits Specialist

Full Time Location

District Office

ESSENTIAL FUNCTIONS

Payroll/Benefits Specialist for the Burlingame School District. 40 hours per week, 12-month position. Please note that this, as are all classified jobs in CA public schools, is a union position, so the salary is not negotiable. Placement on the salary schedule is based on experience. The salary range is from \$4,910/month (step 1) to \$6,972 (step 7)). Benefit package to be used for health and welfare.

- Performs a variety of complex and technical functions related to processing payroll and fringe benefits for all district employees with limited or no supervision
- Compiles and reports information to various government agencies and other entities
- Completes and processes calendar and fiscal year reports for covered fringe benefits for all district employees
- Uploads and downloads benefit information for various retiree groups and processes claims
- Prepares 3rd party garnishment checks
- Analyzes and researches payroll data as assigned and when necessary
- Processes accounting entries and reconciles accounts when necessary
- Knowledge of accounting principles and practices, knowledge of all federal, state and other regulatory agencies' compliance rules
- excellent analytical and communication skills
- 3 or more years of payroll experience preferred
- familiarity with governmental accounting system highly desirable
- Technical skills in Excel and other software applications are a must
- Familiarity with CECC system highly desirable

PROCEDURE FOR APPLICATION

Applications should be submitted online through Edjoin. Application deadline is May 17, 2022.

<https://www.edjoin.org/Home/DistrictJobPosting/1566200>

NONDISCRIMINATION STATEMENT

The State of California Department of Education (CDE) is committed to ensuring equal, fair, and meaningful access to employment and education services. The CDE does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one of more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or

expression, genetic information, material status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Office of Equal Opportunity is charged with overseeing, leading, and directing the CDE's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in CDE employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Office of Equal Opportunity.

TITLE IX COMPLIANCE

Related Board Policies regarding nondiscrimination in the Burlingame School District's program (BP 0410), employment (BP 4030) and anti-harassment/anti bullying (BP 0411), sexual harassment of student or staff (BP 4119.11) are outlined in referenced Board Policies which can be found on the district website:

<https://bsdca.schoolloop.com/>

Complaints regarding discrimination as outlined in the above statement and related board policies should be addressed to the Title IX Coordinator for the Burlingame School District:

Marla Silversmith
Assistant Superintendent of Educational Services
(650)259-3828