

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST II, Payroll/Retirement

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years experience in Business, Human Resources, or a related field.
- Knowledge of computer applications and technical equipment as related to specific job functions.

**REPORTS TO**     HR Administrator, Payroll Services and Operations                      **SUPERVISES**             No supervisory duties

### POSITION GOAL

*To provide support to the District payroll specialists and to counsel employees on retirement issues and concerns.*

### PERFORMANCE RESPONSIBILITIES

1. \* Provide information to district personnel regarding the state retirement.
2. \* Maintain accurate retirement records.
3. \* Serve as the District liaison with the Florida Retirement System.
4. \* Verify leave and salary information for the Division of Retirement.
5. \* Compile and analyze data to determine the retiring employee's best options.
6. \* Provide biweekly retirement reports for Employee Benefits and Food Services.
7. \* Make appropriate changes to payroll retirement codes.
8. \* Verify substitute/OPS biweekly payroll.
9. \* Calculate and enter retirement adjustments to wages and contributions for employees entering DROP.
10. \* Maintain written procedures related to the retirement process.
11. \* Assist cost centers with maintaining biweekly payroll and audit trails.
12. \* Remain current on changing procedures related to retirement issues.
13. Perform other duties as assigned by the HR Administrator for Payroll Services and Operations.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

<b>PAY GRADE</b>	<b>POSITION CODES</b>	<b>ADA CODES</b>	<b>BOARD APPROVED</b>
District Salary Schedule	PeopleSoft Position	2 TBA	September 26, 2000
<b>C-C \$31,925 - \$56,694</b>	Personnel Category	3 TBA	
M-12    D-258    H-1935	EEO-5 Line	4 TBA	
	TBA	Function <b>7730</b>	
	14	Survey Code <b>77336</b>	
	44	Job Code <b>2057</b>	