

## JOB DESCRIPTION

TITLE FEDERAL STAFFING SPECIALIST

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree or equivalent from a college or technical school; or two years related experience and/or training, or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Advanced level computer skills required (Word, Excel, TERMS)
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, parents or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO              Director, Federal & State Grants (FSG)

#### GENERAL RESPONSIBILITIES

1. Prepares payroll for project personnel handled by the Federal & State Grants office.
2. Serves as FSG point of contact for allocation, funding source, position numbering, etc. inquiries.
3. Provides oversight of district FSG and school site staff who develop and update grant allocations and rosters.
4. Maintains salaries/benefits information for project personnel handled by the Federal & State Grant office district and school level.

#### SPECIFIC RESPONSIBILITIES

1. Prepares roster information for all project personnel handled by the Federal & State Grants office.
2. Monitors the implementation of grants (*totaling in excess of \$15 million*) to ensure staffing compliance of grant conditions.
3. Assists in the facilitation of budget program amendments and project extensions.
4. Provides training, quality control and oversight of staff responsible for grant allocations, rosters, salary and TERMS staffing.
5. Maintains budgets with accurate salaries/benefits information.
6. Prepares payroll reports for justification and journal entries for various employees, i.e., STAY students and After-School Teachers.
7. Completes personnel and payroll procedures as required for STAY students, ~~and~~ After-School Teachers and tutors, and summer school programs.
8. Acts as the liaison between Federal & State Grants and the schools, Human Resources, Compensation and Payroll Departments on personnel issues, including rate of pay, allocations, rosters, payroll timesheets, and position calendar.
9. Maintains staff files pertaining to federal and state grants.

10. Prepares Time and Effort Certification and other compliance requirements for all FSG grants, including Title I, II, Migrant, School Improvement personnel.
11. Updates employee records to reflect personnel actions and to provide information for payroll, benefits and other uses, i.e., supplements, I-9s, retirement payments, etc.
12. Processes Workers Compensation claims.
13. Processes in-county/out-of-county travel reimbursements for staff.
14. Determines appropriate action in absence of administrative personnel.
15. Prepares and updates rosters for project personnel handled by the Federal & State Grants office.
16. Documents all staff allocations by position and funding source for FSG district offices and schools aligning rosters with position control entries.
17. Provides written and verbal guidance and instruction to relevant district personnel and school Office Managers in the development, tracking and revision of allocations, rosters and salary calculations.
18. Maintains “internal” staffing allocation summary document.
19. Prepares periodic staffing reports on allocations.
20. Maintains records of allocation and roster adjustments.
21. Assists district FSG staff with data pertinent to planning and programming for grant applications, implementation and audits.
22. Collaborates with the FTE department on data integrity.
23. Performs other duties as assigned.