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**Los Medanos College
2008-2009 Classified Staffing Proposal Form**

Department: Business Services

General Position Title: Senior Payroll Clerk

Priority (circle one): HIGH MEDIUM LOW
[Indicate priority only if department is submitting more than one request]

Submitter: Bruce Cutler

Manager (signature): _____

Provide a rationale for the position that includes:

- Historical staffing levels for the department (include reference to existing budgets for hourly or permanent staff if applicable)
- Specific department research that surfaced the need for a position
- Specific department plans from the Program Review and Planning document that support the use of this position and how this proposal supports department goals
- Specific responsibilities to be assigned to this position (you do not have to indicate a specific job classification – this will be done as a Human Resources function after the proposal is approved)
- An estimate of the number of hours per week and number of months per year the position will be needed (that is, is it full or part-time hours and 12 or less months a year)

Response:

Until three years ago, the Business had a 30 hour a week Senior Payroll Clerk position. When the incumbent retired, the office developed a strategy to not fill the position; rather the position's responsibilities were split among the other employees within the department. The current plan for the Director of Business Services to retire in fall 2009 and college growth necessitate the resurrection of the department's Senior Payroll Clerk full-time, 12 months a year. It is anticipated that the department led by a new Director of Business Services will not be able to maintain the department operation with the current staffing.

With the retirement of the director, the following tasks need to be consolidated and performed by a Senior Payroll Clerk in order to continue the efficient operation of the department:

- Absence processing, reporting and tracking
- Payroll warrant distribution

- Payroll card processing
- Variable Teaching Payroll
- Month-end payroll verification
- Full-time faculty salary distribution in the general ledger
- Assistance with schedule assignments for the Scheduling Specialist
- Emergency check processing
- Classified hourly tracking
- Classified monthly extra time tracking
- In lieu of holiday calculation and tracking
- Sick Leave tracking – new Classified monthly employees

This plan, documented in the department's Fall 2008 Planning Update directly supports the college goal of ensuring the fiscal well being of the college.