## Mgr Etime and Comp Services (24005571)

### Status
- **Open**

### Status Details
- **Sourcing**

### Requisition Type
- **Professional**

### Hired Candidates
- 0 out of 1

### Logistics

#### User Group
- **User Group**
  - Metro - MNPS Support Hub

#### Identification
- **Number of Openings**
  - 1

- **Working Title**
  - Mgr Etime and Comp Services

- **Justification**
  - Replacement

- **EEO Job Category**
  - 512 - 512 - Other Professional Staff

- **R12 Job Code**
  - 80203

- **Tier**
  - Central Office

- **Job Class**
  - Support

- **Position Number**
  - 80101006.80203.0003.Mgr.Etime and Comp Services

- **PCR ID**
  - 2885

### Owners
- **HR Manager**
  - Jordan, Susan Charman

- **Principal / Central Office Manager**
  - Swinson, Andrew Wanner

### Profile
- **Employee Status**
  - Regular

- **Job Term**
  - Full-Time

- **Pay Frequency**
  - 12 Months

- **MNPS Employee Group**
  - MNPS Work Schedule
Support

Days Per Year
260

Working Hours
8.0

Hourly or Salaried?
Salaried

FTE
1.0

Other

FLSA Status
Exempt

Citizenship Status
Must be a U.S. Citizen

Administration

Structure

Organization
Organization
MNPS

Primary Location
City
Nashville

Quadrant
Support Hub

Location
Support Hub Building

Job Field

Job Family
Human Resources-INACTIVE

Requisition Template
80203 - Mgr Etime and Comp Services

Candidate Selection Workflow

Candidate Selection Workflow
MNPS CSW v2

Automatically reject all submissions when the requisition is filled
Yes

Automatically reject all submissions when the requisition is canceled
Yes

When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions.
Yes

Budget

Currency - Budget Section
US Dollar (USD)

Compensation
External Description

Description - External

METROPOLITAN NASHVILLE PUBLIC SCHOOLS
POSITION DESCRIPTION
Job Title: Manager – Timekeeping & Payroll Support FLSA: Exempt
Job Code & Family 80203; Human Capital Revision Date: 07.01.2014
Salary Plan & Pay Grade: Support; SCH013 Revised By: Diane Burden
EEO Code: 512: other professionals Comp Reviewed By: Sheila Armstrong
Grant Funded? Local # of months; # of days: 12-mos; 260 days WSC 001

JOB SUMMARY & PRIMARY JOB FUNCTIONS
REPORTS TO: Executive Director – HC Operations
DEPARTMENT NAME: Human Capital Department
JOB SUMMARY (2-3 sentences): Manages payroll process by auditing, correcting, reconciling, and communicating wage data. Assists in creating training workshops for end-users. Supervises the daily workflow of assigned team.
PRIMARY JOB FUNCTIONS: List, in the order of time spent, the essential tasks performed by the position. Employees may be assigned additional duties by management as required.
Job Responsibility 1: Manages payroll processes (approve timecard automation, special pays, calculate adjustments to pay) and augments processes to allow for changes in regulations.
Job Responsibility 2: Audits wage data to correct codes and entries; communicates needed changes/adjustments with stakeholders.
Job Responsibility 3: Acts as a liaison between metro government’s payroll department and MNPS to troubleshoot reoccurring issues; identifies areas for retraining; and communicates important information with stakeholders and end-users.
Job Responsibility 4: Reconciles overpayments and recoups missing funds from employee or partners with third party collection agencies to reclaim funds.
Job Responsibility 5: Conducts or attends planning and work sessions as Payroll Processes subject matter expert for training sessions, process changes, and communications.
Job Responsibility 6: Keeps abreast of HC-related technology changes and acts as first point of contact to train end-users on changes, updates, etc.
Job Responsibility 7: Compiles, analyzes, creates, and completes reports for federal, state, local and MNPS.
Job Responsibility 8: Supervises workflow for assigned team.

GENERAL RESPONSIBILITIES, REQUIREMENTS, AND IMPACTS

DATA RESPONSIBILITY: “Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.
Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: “People Responsibility” refers to individuals who have contact with or are influenced by the position.
Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

ASSETS RESPONSIBILITY: “Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: “Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

COMMUNICATIONS REQUIREMENTS: “Communications” involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups within and outside the organization.

COMPLEXITY OF WORK: “Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: “Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EQUIPMENT USAGE: “Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

SAFETY OF OTHERS: “Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: “Education Requirements” refers to job specific training and education required for entry into the position.

Bachelor’s degree in applicable field or equivalent combination of education and/or experience.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: “Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None.

EXPERIENCE REQUIREMENTS: “Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Minimum five years directly related experience in timekeeping and/or payroll, including familiarity with state and federal Wage and Hour laws, and knowledge of principles and procedures for human capital and human capital information systems.
More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: “Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

UNAVOIDABLE HAZARDS: “Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: “Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Metropolitan Nashville Public Schools is an Equal Opportunity Employer. ADA requires MNPS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Qualifications - External
See job description.

Internal Description

Description - Internal
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Screening

Background Check

Pre-Employment Screening (provided by Applicant Insight Inc.)
Applicant Insight is a trusted provider of Employment Screening, Drug Testing and Clinical Services. Our integrated solutions ensure compliance and provide employers with accurate and timely reports to facilitate responsible hiring decisions.

Background Package Id
New Hire Package