RESPONSIBLE TO: Payroll Manager and the Director of Human Resources.

TERMS OF EMPLOYMENT:
1. Administration/Non-Bargaining
2. One (1) Full-time position

PRIMARY RESPONSIBILITY: Under the supervision of the Payroll Manager and the Director of Human Resources, this position is responsible for providing support and assistance relating to human resources operations and payroll functions for the Saginaw Intermediate School District. Assists and coordinates in the areas of FMLA, coordinate operations and efficiencies between payroll and human resources, provide professional support services to local school districts as per contractual agreement.

MAJOR RESPONSIBILITIES:
1. Oversees and administers SISD and local district leave programs/processes, inclusive of FMLA and PMLA. Develops, implements as directed, and monitors the implementation of policies and procedures relative to these areas.
2. Maintain accurate record of employee time off related to leaves in Skyward.
3. Work with Benefit Coordinator on long-term disability, insurance discontinuation, and COBRA requirements.
4. As directed, develops and produces reports significant to all areas of the Human Resources and Payroll operations including those required by the District, State, Federal, and outside agencies.
5. Oversees the Registry of Education Personnel (REP) State reporting on a bi-annual basis for SISD and local school districts per contractual agreement.
6. Provides internal support within the department to handle staff concerns, troubleshoot Skyward finance issues as presented, identify issues and provide solutions to increase department efficiencies.
7. Serve as support and overflow for Human Resources Generalist and Payroll Specialist positions including the ability to process payroll data.
8. Assists with ORS payroll reporting on a bi-weekly basis. Responsible for Michigan Public School Retirement System (MPSERS) new and terminated employee forms, and monthly, quarterly, and annual reporting requirements.
9. Coordinate the processing of all contracts, contract changes, and adjustments as approved by the Board of Education.
10. Ability to interpret collective bargaining agreements related to employee pay, leave time, etc., to ensure accurate implementation.
11. Assists with unemployment claims.
12. Provides support for all payroll reports, state taxes, federal taxes, unemployment, and retirement.
13. Maintains confidential records and required employment documents, files, and records per Michigan retention schedules.
14. Provide support to Payroll Manager with audit requests.
15. Provides assistance on special projects as requested and directed.
16. Provides professional personnel services to local school districts that contract human resources and payroll services through the Saginaw ISD.
17. Other duties as assigned by the Payroll Manager and/or Director of Human Resources.
OTHER SKILLS
1. Ability to have a positive attitude in working with staff, local school districts, and community members.
2. Assist the Human Resources and Finance departments when other employees are absent.
3. Communication skills must be highly developed to be able to effectively present information and respond to questions from a diverse population of both internal and external customers.
4. High level of organizational skills required.
5. Know or ability to learn personnel legal terminology, insurance terminology, and related rules, regulations, procedures, and legislation relative to school employment and personnel.
6. Ability to analyze situations and information to make appropriate decisions based on data, and to follow tasks to a successful completion.
7. Other duties as requested by supervisors.

QUALIFICATIONS
1. Bachelor’s degree from an accredited university in Human Resources, Business Administration, or related field preferred.
2. Three (3) years of related experience but will consider an equivalent combination of education and experience.
3. Must have demonstrated knowledge and ability in working with a variety of computer software programs, including Microsoft Office, Google, and Skyward software desired.
4. Demonstrate complex problem-solving skills and abilities.
5. Ability to prioritize work assignments and perform tasks with limited supervision.
6. Must have analytical ability to analyze and interpret governmental regulations, technical procedures, collective bargaining agreements, statistical data, etc.
7. Ability to work in a team setting.
8. Demonstrate a high level of discretion, confidentiality, and integrity.
9. High level of decision-making abilities required.
10. Ability to deal with constant and diverse changes in daily job responsibilities.
11. Ability to work within district timelines.
12. Willingness to receive additional training to improve job skills.

APPLICATION PROCEDURE: Applicants must complete and submit an online Saginaw Intermediate School District application. In addition to the online application, a cover letter, resume, at least three (3) letters of recommendation, and transcripts are required. An application may be obtain online by going to:
1. SISD website at: www.sisd.cc and clicking on “Employment”.
2. Click on “APPLY” under the Frontline Education section.
3. Click on “Start an application for employment”.
4. Inside the Saginaw Area Consortium-Employment Application box, under the “Activities for you” click on "Start" or "Login".

Frontline Job ID: 2577

Application Deadline: Open until filled.

Posted: 06/23/2020

*Applicants desiring disability accommodations should contact the Human Resources Office*
"An Equal Opportunity/Affirmative Action MFH Employer"

NOTICE OF NONDISCRIMINATION
Saginaw Intermediate School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources
Saginaw Intermediate School District
3933 Barnard Road
Saginaw, MI 48603
Telephone: (989) 249-8726

For further information on notice of nondiscrimination, see the following website: http://1.usa.gov/1Jssk6D or call 1-800-421-3481.