



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Department of Labor and Time Clock Specialist **Salary Block:** 307

Reports To: Coordinator of Position Control **Terms of Employment:** 226

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to coordinate and support projects in the area of time clock under Human Resources department.

Qualifications:

Education/Certification:

- High School Diploma/equivalent or higher
- An Associate's Degree in Business, Human Resources or similar field (preferred)
- Valid Driver's License

Special Knowledge/Skills:

- Must possess clerical and computer skills including various software programs and technology equipment
- Demonstrate experience working with Technology Services in running reports and utilizing training resources
- Must be able to travel frequently to campuses and departments
- Demonstrate ability to effectively communicate with employees and general public
- Have knowledge in Fair Labor Standards Act (FLSA) and Department of Labor (DOL) guidelines.
- Have knowledge in Time and Attendance procedures.

Experience:

- Three (3) years of experience in Human Resources and/or Payroll (preferred)
- Two (2) years' experience public speaking and/or delivery of training (staff development) experience (preferred)
- Three or more years of clerical experience

Major Responsibilities and Duties:

1. Oversees Time Clock Software and its components.
2. Enters all non-exempt employee information into Time Clock Software System.
3. Serves as technical advisor to supervisors on Time Clock Software System.
4. Resolves employee problems with Time Clocks.
5. Trains administrators, principals, and supervisors on time clock software
6. Trains non-exempt employees at campuses and departments on Department of Labor and time clock procedures.
7. Performs daily imports from the Absence Management System into the Time Clock Software.
8. Trains secretaries on Excel Spreadsheet Program for the use of auditing compensatory time.

ADOPTED: 4-18-06

AMENDED: 4-17-08, 5-14-08, 7-1-11, 10-5-16, 8-7-17, 9-26-17,
10-23-17, 08-20-19, 09-25-19

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9. Supervises Time Clock administrators on Department of Labor guidelines and Time Clock procedures as set forth by the human resources director, Department of Labor and the school district.
10. Acts as a liaison between the district and Time Clock organization for details including work orders of malfunctioning clocks, wiring and installation of clocks at new locations and campuses, the ordering of new time clocks, and updates for Information Systems including software and patch programs.
11. Places, receives and documents all calls which entail the productivity of time clocks.
12. Serves as liaison for the Time Clock System-Human Resources with the Technology Services Department.
13. Conducts short and long-range planning and research activities for the implementation of Time Clock Procedures.
14. Tracks and reports all time clock serial numbers for the purpose of fixed assets for the Department of Finance.
15. Performs record keeping of documented Department of Labor Survey Reports, both for auditing purposes and payroll purposes.
16. Performs administrative duties associated with Department of Labor and Time Clocks including typing correspondence, filing and preparing survey letters.
17. Sets up meetings, schedules presentations, takes minutes, prepares and distributes all materials relating to Department of Labor and Time Clocks for Director and Cabinet review.
18. Produces time clock reports for the Human Resources department for review by directors and the assistant superintendent.
19. Gives presentation of Department of Labor guidelines and Regulation DEAB for new employees.
20. Conducts annual Department of Labor refresher trainings for all Administrators and Staff.
21. Makes changes on transferring employees in the time clock system.
22. Maintains Department Compensatory Time Records and Time Card Audits.
23. Creates, edits and maintains detailed information of Regulation DEAB.
24. Must travel to campuses and departments in relation to time clocks. Must obtain a driver's license and automobile insurance.
25. Maintains a professional level of confidentiality regarding personnel.
26. Upholds and adheres to safety rules and policies of the SISD safety program.
27. Supports the goals and objectives of the school district and follows all district policies.
28. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
29. Performs any other duties as assigned by the appropriate supervisor.
30. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform comprehensive arithmetic including the ability to calculate overtime, and time and a half as outlined by the Fair Labor and Standards Act; ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to stay updated with new technology and applications.

Physical Demands/Environmental Factors: Repetitive hand motions, prolonged use of computer. Works with frequent interruptions. Works in areas outside of the personnel office.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 04-18-06

AMENDED: 04-17-08, 05-14-08, 07-01-11, 10-05-16,
08-07-17, 09-26-17, 10-23-17, 08-20-19, 9-25-19