

September 10, 2024

MEMORANDUM OF UNDERSTANDING
between the
CSEA and its Lodi Chapter #77
and the
LODI UNIFIED SCHOOL DISTRICT
(Payroll Department Reorganization)

This Memorandum of Understanding (“MOU”) is entered into between the Lodi Unified School District (“District”) and CSEA, and its Lodi Chapter #77 (“Association”). The District and the Association are referred to herein as the “Parties.” The Parties agree as follows:

1. The District has determined to:
 - a. eliminate two (2) positions in the classification of Payroll Assistant (Range 44). Both positions are currently vacant.
 - b. create the following classifications:
 - i. Senior Payroll Systems Analyst at Range 65.
 - ii. Payroll & Benefits Specialist at Range 52.
3. The Parties have met to bargain the job descriptions for the above referenced new classifications to the extent required by law (see Attachments A and B).
4. Employee 118208 will be reclassified from Payroll Assistant to Payroll and Benefits Specialist effective July 1, 2023.
5. The District will fill the vacancy of Senior Payroll Systems Analyst pursuant to the provisions of the collective bargaining agreement between the District and CSEA.
6. This shall fully resolve all bargain related to the reorganization of the Payroll Department.
7. This MOU constitutes the entire agreement between the parties involved and can only be modified by a written agreement signed by all parties.

FOR CSEA and its Lodi Chapter #77

By: 

Date: 9/10/2024

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FOR THE LODI UNIFIED SCHOOL DISTRICT

By: 

Date: 9/10/24

LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR PAYROLL SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Director of Payroll and Benefits, this position encompasses advanced payroll management and data integration responsibilities. Ensures data accuracy and compliance with State and Federal regulations.

REPRESENTATIVE DUTIES:

Monitor the entire cycle of payroll processing to ensure accuracy, timeliness, and compliance with all applicable laws and regulations. Monitor payroll procedures to identify and resolve discrepancies and ensure accurate payroll delivery.

Manipulate, upload, and integrate payroll and benefits data into district systems from multiple platforms, including CalPERS, CalSTRS, and other vendor systems.

Ensure data integrity and accuracy across all payroll and benefits platforms.

Regularly perform detailed audits on payroll processes and systems to verify compliance with internal policies and external requirements.

Prepare audit findings and assist with external audits to ensure continued compliance with all regulatory standards.

Generate comprehensive financial and operational reports related to payroll and staffing.

Analyze payroll data to identify trends, forecast future needs, and recommend procedural enhancements for efficiency and effectiveness.

Collaborate with the Personnel, IT, Accounting, Budget, and other district departments to ensure seamless payroll operations and data management.

Provide support and training to staff on payroll-related systems and processes, enhancing their capabilities and understanding.

Lead the implementation of new payroll systems or upgrades to enhance payroll processing and data management capabilities.

Serve as the primary contact for all payroll-related inquiries, offering expert advice and solutions to complex payroll issues. Support district staff and administrators by providing timely resolutions to payroll problems and ensuring consistent payroll service delivery.

Conduct rigorous audits of data collected from multiple sources to ensure accuracy and completeness before uploading to the district's systems. Implement checks and balances to prevent data errors and ensure the reliability of payroll data.

Stay updated with the latest technology trends and advancements in payroll processing and data management. Continuously participate in required professional development to improve skills and knowledge in payroll systems and regulations.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Database methodologies and processes
- Data conversion techniques
- Operation of computer equipment and software programs
- Computer system training techniques
- District payroll policies and procedures
- State Education Codes, laws, rules, and regulations related to payroll processing.
- Mathematical concepts including percentages and statistics.

ABILITY TO:

- Analyze, implement, and maintain computer database programs.
- Provide technical user training and assistance.
- Analyze routine problems accurately and adopt an effective course of action.
- Perform technical work in the preparation and processing of certificated and classified payroll.
- Learn complex District payroll policies and procedures.
- Perform statistical calculations.
- Analyze and interpret data and prepare clear and concise reports.
- Maintain current computer and database skills.
- Perform research, compiling information from a variety of sources.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Work confidentially with discretion
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent supplemented by college-level coursework in accounting, computer software, or related field, and four years of progressively responsible office experience including financial/statistical record-keeping or payroll preparation and using various computer programs.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions

PHYSICAL DEMANDS:

- Sitting at a keyboard to enter data into a computer terminal for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling and crouching
- Lifting light objects up to 25 pounds

Board Approval TBD



LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: PAYROLL/BENEFITS SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Payroll and Benefits, this position is responsible for accurately and timely processing of payroll and administering district employee benefits. The specialist ensures compliance with state, federal, and district regulations. Facilitates benefits enrollment and changes.

REPRESENTATIVE DUTIES:

Handle complete payroll processing cycles, ensuring accurate calculation of wages, taxes, and deductions. Ensure timely payroll execution.

Manage employee benefits programs including health, dental, vision, and retirement plans. Facilitate enrollments, and modifications, and educate employees on their benefit options and details.

Oversee compliance with the Affordable Care Act by maintaining accurate records of employee coverage, handling reporting requirements, and managing communications with federal agencies.

Maintain compliance with all applicable payroll and benefits regulations. Prepare necessary payroll and benefits reports for government bodies.

Act as the first point of contact for employee concerns regarding payroll and benefits. Provide clear, accurate responses and support.

Keep detailed and organized records of all payroll and benefits data. Ensure security and confidentiality of all employee information.

Work with external benefits providers and vendors to ensure services are aligned with district policies and meet employee needs.

Facilitates annual health benefits orientation for district employees.

Provide health benefits information to district employees and board members.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Payroll processing systems and procedures.

Employee benefits programs include health, dental, vision, retirement plans, tax shelter annuity, and other related benefits.

Applicable federal, state, and local laws and regulations pertaining to payroll and employee benefits.

Principles of record-keeping and confidential data management.

Operation of computer equipment and software programs

Computer system training techniques

District payroll policies and procedures

Mathematical concepts, including percentages and statistics.

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ABILITY TO:

Ability to perform technical work in preparing and processing certificated and classified payroll and benefits.

Utilize data management techniques and demonstrate using modern technology to handle payroll and benefits data efficiently.

Accurately process payroll data.

Provide technical user training and assistance.

Analyze routine problems accurately and adopt an effective course of action.

Perform technical work in the preparation and processing of certificated and classified payroll.

Learn complex District payroll policies and procedures.

Perform statistical calculations.

Analyze and interpret data and prepare clear and concise reports.

Maintain current computer and database skills.

Perform research, compiling information from a variety of sources.

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written instructions.

Work confidentially with discretion

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent supplemented by college-level coursework in accounting or related field, and three years of progressively responsible office experience including financial/statistical record-keeping or payroll preparation and using various computer programs.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Sitting at a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and ten-key.

Bending at the waist, kneeling and crouching

Lifting light objects up to 25 pounds

Board approval: TBD

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