

**GENERAL PERSONNEL**

**ADMINISTRATIVE PROCEDURE - Accounting Specialist, Payroll Specialist, and Human Resources Specialists, and Executive Secretary to the Superintendent**

Accounting Specialist, Payroll Specialist, and Human Resources Specialists, and Executive Secretary to the Superintendent Employment

Applicants must meet the job description requirements.

Any administrative assistant substitute, applicant or presently employed personnel may be considered for fulltime employment of Accounting Specialist, Payroll Specialist, and Human Resources Specialists, and Executive Secretary to the Superintendent Employment if they meet the job requirements.

Before being regularly employed, the applicant must successfully pass a physical examination as prescribed by the Board of Education. The District shall be responsible for the expense of the examination.

Executive Secretaries, Accounting Specialist, Payroll Specialist, and Human Resources Specialists will be placed on the appropriate column on the Administrative Salary Schedule.

A new Executive Secretary, Accounting Specialist, Payroll Specialist, and Human Resources Specialists, or retiree, will be placed on step 1 (one) appropriate column on the Administrative Salary Schedule.

The Executive Director of Human Resources will initiate action for employment through the Office of the Superintendent.

Adopted: 02/10/2015

Revised: 10/11/2016, 05/11/2021

Update Titles: 03/19/2024