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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

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May 11, 2021

NOTICE OF CONFIDENTIAL VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

POSITION: Payroll / Benefits Specialist ~ Confidential Employee
PACIFIC GROVE DISTRICT OFFICE

HOURS: 8 hours per day, 5 days per week, Monday-Friday 8:00AM – 5:00PM
12 months per year

SALARY: \$ 65,224 - \$ 81,583 (annually advance in 6 steps) partial paid health allowance, retirement, vacation, a generous professional development program (potential to earn 5% every 4 years) & **3% Longevity included at years 10, 15, 20 & 25**

DEFINITION: Serves at the District Level as Payroll / Benefits Specialist under the direction of the Assistant Superintendent of Business Services and in coordination with the Director II of Human Resource and the Fiscal Officer. Duties and responsibilities require a level of specialized and technical knowledge, responsibility, initiative and independent decision-making covering a broad range of elements within a complete district level accounting system such as payroll, benefit activities, and/or accounts payable.

EDUCATION Three years of complete charge accounting and payroll experience for a school district or large commercial business; OR Bachelor's Degree in accounting, business administration, or related field is preferred. Knowledge of ESCAPE preferred.
Please see our complete job description on our district website pgusd.org

EFFECTIVE July 1, 2021

DEADLINE: June 1, 2021
Only those applicants meeting the job description qualifications will be invited to test. Only those applicants with a minimum test score of 70% will qualify to move forward to the panel interview.

APPLICATION PROCEDURE: Applications accepted through www.edjoin.org

Pacific Grove Unified School District
Human Resources Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Avenue
Pacific Grove, CA 93950.

PHONE: 831-646-6507 FAX: 831-646-6527 District website: www.pgusd.org

A complete application packet includes a cover letter, current résumé, classified application, Three recent (within last year) recommendation letters and typing certificate (45 net WPM)

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.