

Memo



To: Advisory Board of Directors

From: Stacey Yankee, District Administrator
Matt Lemcke, Human Resources Section Manager

Date: March 20, 2025

Subject: Regular Part-Time Position

Introduction/Background:

In January of 2024 it was approved by the Advisory Board to retitle the Payroll/Account Clerk, a Full-Time 40 hour per week position, to HR Technician as part of the re-organization of the Administration Division. In May of 2024 the position was filled, and then in August 2024 the new position of HR Section Manager (the direct supervisor) was filled. Over the last seven months the HR Section Manager has observed the HR Technician as well as the needs of the Administration Division. In March of 2025 the employee in the Full-Time HR Technician position separated from the District, leaving the position currently vacant.

Due to changes in the budget, and the need to decrease expenses in the Administration Division, the position was re-evaluated by the HR and Finance Sections under guidance from the District Administrator. The conclusion is that the position should be converted into a Regular Part-Time at 30 hours a week position titled: Payroll & Finance Clerk. This position will continue all the HR Technician duties surrounding payroll functions, and finance section support functions. The HR Section Manager will absorb the remaining HR functions (primarily HRIS management, onboarding, interview prep) into their role.

This shift will reduce the 2024-2025 and 2025-2026 payroll and benefits impact to the District, by reducing the total hours from 40 to 30 per week, changing from full-time benefits to regular part-time benefits, and reducing the starting rate from \$25.36 per hour to \$23.00 per hour.

Recommendation:

Staff proposes that the Carmichael Recreation and Park District Advisory Board of Directors ratify and approve the new position of Payroll & Finance Clerk, a Regular Part-Time role, replacing the Full-Time HR Technician position.

Excerpt from revised Part Time Salary Schedule Adjustment for 2025

<i>OFFICE POSITION</i>	STEP I	STEP II	STEP III	STEP IV	STEP V
Payroll & Finance Clerk	\$23.00	\$24.14	\$25.36	\$26.63	\$27.96

Duties assigned to the Payroll & Finance Clerk:

- Payroll & Financial Duties
 - Process and monitor payroll status changes in COMPASS and manage benefits administration.
 - Compile and prepare input for data entry in COMPASS for all staff.
 - Utilize BambooHR (HRIS) for document entry during onboarding.
 - Handle HR offboarding procedures for departing employees.
 - Input and extract data in BambooHR to maintain accurate employee records.
 - Prepare the Payroll Data Sort spreadsheet each payroll cycle.
 - Prepare Payroll Wage Reports and manage Employee Roster Cards
 - Compile and maintain temporary disability/workers compensation records for payroll/leave accrual integration.
 - Participate in audits, including Compensated Balance Reports and annual Compensation Reports to the County for the State Controller.
 - Process bank deposits and maintain records, ensuring compliance with segregation of duties policies.
 - Process refunds and corrections in the Recreation Management Software.
 - Partner with the Recreation team handling deposits for Child Action services and Youth Scholarships.
 - Assist the Finance Technician in general financial data entry, invoice receiving, and filing of financial paperwork.
- Office Clerk Duties
 - Receptionist for the office welcoming in-person visitors, handling mail and packages, and assisting in the general cleanliness of the District Office.
 - Prepare interview binders with necessary documents and materials.
 - Facilitate HR onboarding processes for new employees.
 - Assist with Advisory Board Packet preparation.
 - Set up and provide backup support at Advisory Board Meetings.
 - Attend Advisory Board and other meetings (as assigned).