



## Timekeeper

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
545	Non-exempt	6 - Administrative Support	ATU	N/A	11/13/96	974	1 of 1

**DEFINITION:** Under general supervision, compiles and processes daily pay records of all Bus Operators, consistent with the Collective Bargaining Agreement; prepares reports; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:** Incumbents receive general supervision from the Lead Transportation Superintendent - Operations Center and may receive functional and technical supervision from the Lead Timekeeper.

**EXAMPLES OF ESSENTIAL FUNCTIONS:** Essential functions may include, but are not limited to, the following: gathers, compiles, and sorts work assignment and attendance data from the operating divisions; determines proper pay in accordance with bus driver's employment work status/ work assignment and provisions of the collective bargaining agreement; computes overtime, elapsed, allowed and total pay time consistent with the collective bargaining agreement and established practices; computes accident report pay time; inputs daily pay modifications into the District's Operator Timekeeping System (OTS); reconciles OTS entries with the Daily Timekeeping Report; compiles information for and prepares Daily Operations Report, weekly pay adjustment, advance vacation pay information; responds to pay discrepancy inquiries from bus drivers, makes input corrections as necessary; acts as liaison between Transportation and Payroll departments regarding drivers' pay inquiries; converts hour/minute time to decimals; using Lotus personal computer spreadsheets tracks pay of drivers from one division working in another division, tracks time of bus drivers assigned to District Training, prepares Overtime Allocations reports by division, prepares intra-division cross-charges report; orients new full-time bus drivers on pay provisions when their status changes from part-time to full-time; communicates with all levels of District personnel responding to inquiries and providing bus driver pay information; deals courteously and effectively with drivers requesting pay information; establishes and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** District's Collective Bargaining Agreement and the Operator Timekeeping System; basic math; modern office computer software programs such as spreadsheets, data bases and word processors; modern office procedures, methods, and equipment such as typewriters, calculator, office copier and facsimile.

**Ability To:** Learn, interpret, and apply contract provisions relating to work pay and fringe benefit pay due all bus drivers; use standard office equipment, including hour and minute calculator; operate spreadsheet, data base, and word processing personal computer software programs used in the course of performing functions, and the District's OTS computer system; deal courteously and effectively with drivers requesting pay information; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively both orally and in writing; operate a computer keyboard.

**Education/Training:** Equivalent to completion of the 12th grade.

**Experience:** Two (2) years of full-time general clerical experience, including use of keyboarding skills.

**License/Certification:** Must possess and maintain a valid California Class C Driver's License and meet the District's driving standards.