

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Job Description**

**FINANCE/ADMINISTRATION SECTION  
(TIMEKEEPING UNIT)**

**RESPONSIBILITIES:**

- ▶ Responsible for maintaining accurate and complete records of staff hours.
- ▶ Track, record, and report all on-duty time for personnel working during the event or disaster.
- ▶ Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county/District budget and payroll office.

**ACTIVATION STAGE:**

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Check in with Finance/Administration Chief in the EOC for situation/safety briefing.
- ▶ Put on position identifier such as vest, if available.
- ▶ Locate and set up workspace.
- ▶ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping.

**OPERATIONAL STAGE:**

- ▶ Meet with Finance/Administration Chief in EOC to determine process for tracking regular and overtime of staff.
- ▶ Ensure that accurate records are kept of all staff members, indicating hours worked.
- ▶ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.
- ▶ Establish and maintain position logs and other necessary files.
- ▶ Initiate, gather or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with District policy.
- ▶ Obtain complete personnel rosters. Rosters must include all personnel.
- ▶ Provide instructions for all supervisors to ensure that time sheets and travel

expense claims are completed properly and signed by each employee prior to submitting them.

- ▶ Establish a log of employees or volunteers within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- ▶ Keep the Finance/Administration Section Chief in the EOC informed of significant issues affecting the Time Keeping Unit.

**DEMOBILIZATION STAGE:**

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Close out all logs.
- ▶ Secure all documents and records and submit to the Section Chief.

**EQUIPMENT/SUPPLIES:**

- ▶ Clipboard
- ▶ District identification badge, clearly visible.
- ▶ Forms:
  - Staff Duty log
- ▶ Job description
- ▶ Paper, pens
- ▶ Vest (Employees wear green and volunteers/runners wear orange)

FINADMTIME.  
8/02