



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>PAYROLL AND BENEFITS TECHNICIAN</u></b>			
<b>DEPARTMENT/SITE:</b>	Fiscal Services Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	26 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Payroll and Benefits Supervisor	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Perform a variety of technical accounting duties in the preparation and processing of District payrolls to ensure classified and certificated employees are paid in an accurate and timely manner; perform a variety of technical duties in support of employee benefits programs including enrollment, orientation, and record-keeping functions; provide eligible employees with benefit information according to established policies and procedures. The incumbents in this classification assist in supporting students by ensuring staff members are compensated correctly and meet eligibility requirements for benefit enrollment which directly supports student learning.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of technical accounting duties in the preparation for inputting into applicable programs, processing, and maintenance of regular and variable payrolls for the District; ensure employees are paid in an accurate and timely manner; ensure payroll activities comply with established policies and procedures.

Perform a variety of technical duties in support of employee benefits programs including enrollment, orientation, and record-keeping functions; ensure enrollment with providers' website; provide eligible employees, eligible dependents, and retirees with benefit information according to established policies and procedures. Provide COBRA-related enrollment and receive initial payment.

Process classified and certificated payrolls; receive, process, and audit employee time information and related documents; input and adjust timesheet information, including deductions into an assigned computer systems; identify and resolve errors and discrepancies.

Employee data processing and management into benefit and payroll systems to include position, location, salary allocation, and dependency eligibility.

Prepare corrected employee W-2s.

Serve as a technical resource to employees and retirees concerning employee benefits programs; respond to inquiries and provide technical information concerning related plans, forms, options, requirements, laws, regulations, policies, and procedures; research and resolve issues as needed.

Compile and verify a variety of employee and payroll data and information; prepare, process, and evaluate a variety of payroll-related forms and applications; calculate, prepare and revise salary, hours, tax, leave, stipends, longevity, retirement, bonus, and other payroll data and adjustments.

Meet and confer with employees concerning employee benefits; conduct benefit orientations for new employees; distribute informational materials and enrollment forms and explain medical, dental, retirement, and various other benefits programs and options.

Establish and maintain automated records regarding District personnel and related payroll information; input, code, and update a variety of data including pay rates, tax status, deductions, benefits, and other employee information; generate computerized payroll and various other reports.

Prepare, process, verify, and evaluate enrollment, eligibility, and other forms for employee benefit programs; verify accuracy and completeness of forms; process benefit adjustments; calculate, revise, and update records with changes; notify employees of benefit premium adjustments and payroll calculations.

Assists employees with mid-year changes due to qualifying events.

Prepare and maintain a variety of records and reports related to payroll, employee information, timesheets, benefits, salaries, leave, calculate exhausted leave, taxes, deductions, payments, and assigned duties; prepare and develop spreadsheets; establish and maintain filing systems; inform employees of leave status and when leaves will be expiring.

Serve as a technical resource to District personnel, outside agencies, and others concerning payroll functions; respond to inquiries and provide technical information concerning related transactions, issues, taxes, records, laws, regulations, policies, and procedures.

Prepare, process, and ensure accuracy of a variety of required tax and retirement forms as assigned; review various forms and applications for accuracy and completeness; perform periodic tax procedures and related payroll reconciliation functions.

Review and audit payroll data, records, and reports for accuracy; identify payroll errors and make appropriate corrections and adjustments.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns; process employment verifications as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; input, update, and extract a variety of benefits data and information in an assigned computer system; establish and maintain automated records and files.

Conduct open enrollment activities for District employees; enroll, add, and delete employees to and from various benefit plans; assist employees with completing a variety of enrollment forms and applications; assist employees with benefits claims.

Process new hires, retirements, and terminations as appropriate; verify related documents for proper employee information, pay rates, and related data; process a variety of special payroll transactions such as retroactive pay, garnishments, extra duty payments, overtime, and overpayments.

Compose, distribute, and respond to a variety of correspondence; duplicate, distribute, collect, and request materials as needed; receive, process, issue, and prepare paychecks for distribution.

Maintain current knowledge of laws, codes, regulations, and pending legislation related to the payroll function as directed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and techniques involved in payroll preparation and processing, including state and federal regulations.

Principles and techniques involved in Federal/State leave processes.

General methods, practices, terminology, and procedures used in benefits administration.

Employee benefit packages and insurance programs.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Tax withholding, voluntary deductions, and employee benefits.

Verification and processing of payroll records and reports.

Policies and objectives of assigned programs and activities.

Employee benefits enrollment practices and procedures.

Data control procedures and data entry operations.

Modern office practices, procedures, and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Mathematical calculations.

District/union policies and procedures.

**ABILITY TO:**

Perform a variety of technical accounting duties in the preparation and processing of District payrolls to ensure classified and certificated employees are paid in an accurate and timely manner.

Perform a variety of technical duties in support of employee benefits programs including enrollment, orientation, and record-keeping functions.

Serve as a technical resource and liaison concerning employee benefits.

Conduct open enrollment activities for District employees.

Maintain accurate financial and statistical records.

Prepare and evaluate comprehensive payroll reports and statements.

Review, process, evaluate, and verify a variety of financial information.

Process employee time information and related documents for classified and certificated payrolls.

Keyboard or input data at an acceptable rate of speed and accuracy.

Compare numbers and detect errors efficiently.

Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Perform mathematical calculations with speed and accuracy.

Interpersonal skills using tact, patience, and courtesy.

Establish and maintain collaborative and effective working relationships with others.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Work in a fast-paced work environment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by college-level coursework in accounting or related field and three years of payroll, accounting, or similar experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

**HAZARDS:**

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Revised: 8/94, 9/96, Title Change 10/10 (Ewing)

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24