

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: PAYROLL AND BENEFITS TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Payroll Supervisor, perform a variety of technical accounting duties in the preparation and processing of District payrolls to assure 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of technical accounting duties in the preparation, processing and maintenance of regular and variable payrolls for the District; assure employees are paid in an accurate and timely manner; assure 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; provide eligible employees with benefit information according to established policies and procedures.

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

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 adjustments.

Prepare and maintain a variety of records and reports related to payroll, employee information, time

sheets, benefits, salaries, leave, taxes, deductions, payments and assigned duties; prepare and develop spreadsheets; establish and maintain filing systems.

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 assure 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 legislature related to the payroll function as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and techniques involved in payroll preparation and processing.
- 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.

Payroll policies 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.  
Arithmetic computations.

**ABILITY TO:**

Perform a variety of technical accounting duties in the preparation and processing of District payrolls to assure 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.  
Type or input data at 25 words per minute from clear copy.  
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.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Perform arithmetic calculations quickly and accurately.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Mathematic computations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years 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.