

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Payroll Technician 2
Pay Table:	Support
Pay Grade:	10
FLSA Status:	Non-Exempt
Job Code:	547
Reports to:	Director

JOB SUMMARY

Under the direction of the Payroll Director or Supervisor, the Payroll Technician 2 performs duties that are integral to the process of employee hiring, transferring, terminating, and retiring. These duties may include developing and maintaining payroll processes and business practices; processing personnel actions; understanding and maintaining state retirement systems data; and working with USB Risk Management to administer payment of workers' compensation benefits. The Payroll Technician 2 will work with district employees, departments, office managers, principals, vendors, and parents/guardians regarding workers' compensation payments, hiring, transferring, termination, and retirement payroll policies and practices. An advanced knowledge of District, USB Risk Management, and Utah Retirement Systems policies and practices is essential to perform these duties. This communication and training will take place in person, over the phone and/or via email.

ESSENTIAL JOB FUNCTIONS

- Maintain payroll information by collecting, calculating, and entering data.
- Correct payroll overpayments and underpayments to ensure that employees are paid correct amounts.
- Educate employees on their retirement options, savings plans, and leave benefits.
- Present and educate new employees on DSD and URS policies and practices at district orientation meetings.
- Understand how 401k, 457, and IRA plans work within the framework of taxation and URS regulations.
- Instruct and educate employees on investment options found within URS to help employees create savings strategies.
- Input and maintain third-party employee saving plans (i.e., 401k, 403b, 457, and IRA).
- Meet with employees and spouses on a regular basis to go over retirement options within the framework of the URS and Davis district, enabling those employees to make educated decisions on when to retire and which options are best for them.
- Calculate and distribute district retiree stipends for payment through our third-party vendors Valic and Pelion. This involves working with employees, as well as Pelion and

Valic business representatives, to correlate files and deposits from stipend checks into the Valic special pay plan or the Pelion health retirement account for employees' use.

- Understand and calculate URS years of service buyouts for employees, while working closely with URS, for those who choose to buy years of service during the retirement process.
- Work with Utah Retirement Systems to research and maintain accurate employee service eligibility and benefits records, as well as make corrections and payments for missed service credit.
- Work with Utah School Boards Risk Management to verify, calculate, and disburse workers' compensation benefits.
- Calculate, apply, and adjust wage amounts as well as, personal leave, vacation leave, and sick leave benefits for employees.
- Research, calculate, and process personnel actions that include new hires, position changes, transfers, salary level advancements, step raises, and terminations on month-by-month basis for district employees.
- Understand W-2 data and answer questions and concerns regarding this data.
- Setup and maintain all calendars, calendar categories, and day ranges in the electronic time system for leave to be accrued and used correctly in that system.
- Create and maintain electronic time system training videos.
- Learn and stay up to date on State and Federal payroll laws.
- Train school and department office managers about district policies and procedures regarding payroll, electronic time system, and leave entry.
- Maintain employee confidence and protect payroll operations and data by keeping information confidential.
- Assist with general office duties by answering phones, filing necessary records, and corresponding with employees and vendors via email.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Two (2) to three (3) years minimum of experience related to the tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform advanced mathematical calculations.
- Ability to display an understanding of basic accounting.
- Ability to use office equipment and computers.
- Ability to use word processing and spreadsheet computer programs.
- Ability to research accurately and compile technical payroll information.
- Ability to understand complex payroll language and calculations and then perform complex tasks regarding this information.
- Ability to display excellent interpersonal skills.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

The Davis School District has the right to revise this position description at any time.