



LOMPOC UNIFIED SCHOOL DISTRICT

PAYROLL/BENEFITS TECHNICIAN

JOB SUMMARY:

Under the direction of Manager-Payroll & Employee Benefits, perform a variety of specialized technical duties in the processing, updating and reconciling of employee payroll, benefits and worker's compensation; serve as a technical resource to personnel concerning payroll, employee benefits information, insurance plans, enrollment options, eligibility and coverage; prepare and maintain a variety of manual and confidential personnel files, related records and reports; assure compliance with mandated requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical duties in the preparation of payroll for certificated and/or classified personnel; receive and audit organizational timesheets for classified and/or certificated employees; process and evaluate a variety of payroll-related forms and applications; research discrepancies of financial information and documentation.
- Process certificated and classified payroll including W-4, stipends, employment verifications and change of contact information; issue and distribute paychecks as assigned; process or cancel direct deposit accounts as needed; process new hires, retirements, and terminations as appropriate; verify documents for proper account codes, pay rates and related data; generate computerized lists; detect inaccuracies and make corrections.
- Review and process time sheets and records; audit final time sheet against the payroll register; calculate and input salary adjustments, coding, and overtime pay as needed; verify proper authorizing signatures, coding, calculations, and accuracy of payroll adjustments.
- Serves as a technical resource to employees and responds to inquiries regarding payroll and benefits enrollment including wage levies and garnishments, savings, employee benefits offerings, contributions, direct deposits, taxes, retroactive pay, and related issues; provide information to staff concerning payroll and benefits procedures, guidelines and regulations.
- Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, deductions, vacation and sick leave, benefits, and other employee information; assures accuracy of input and output data.
- Perform various benefits enrollment activities; assists employees with completing enrollment forms; processes and evaluates enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate; verify employee information are in correct retirement system; assist with STRS/PERS/SISC retirement system updates and maintenance.
- Processes, evaluates, and assures proper administration of Workers' Compensation claims as assigned; assures workers' compensation claims are processed in an effective and timely manner.

- Perform various accounting duties related to assigned programs; calculate, monitor, and assure accuracy and proper distribution of various fees and disbursements including insurance payments and retiree entitlements; perform accounts receivable duties including processing of incoming payments.
- Troubleshoot and resolve employee issues and concerns regarding benefits and payroll issues; research information as necessary; prepare and distribute correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures, and related information; provide employees with related informational materials; refer staff to outside resources as appropriate.
- Maintain automated employee records and files; reconcile a variety of financial data; initiate queries, manipulate data, develop spreadsheets, and generate a variety of computerized reports; prepare a variety of written materials and electronic financial information; process and mail W-2's, 1099 and other correspondence.
- Receive, process, and assure completeness of documentation concerning new personnel, transfers, and terminations; update employee records as appropriate; notify employees of changes in status and eligibility as needed.
- Monitor assigned processes and activities such as account balances, open enrollment, leave time and work location.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Attend meetings, in-service training, seminars, and workshops as assigned.
- Assist with assigned special projects as needed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college-level training with specialized course work in accounting, bookkeeping or related field and two years increasingly responsible experience in the preparation and maintenance of financial and statistical records in an automated accounting environment.

Knowledge of:

- Principles and techniques involved in payroll and benefits accounting preparation and processing.
- Fiscal year payroll rates and limits.
- Worker's Compensation premium ratios.
- Methods, practices, terminology, and procedures used in benefits administration.
- Employee benefits packages and insurance programs.
- Summary plan descriptions, vendor contracts and related forms.
- Contribution limits.
- SCIC III health policies, procedures, and guidelines.

- Preparation, maintenance, verification and processing of payroll records and reports.
- Financial and statistical record-keeping techniques.
- Employer and employee contributions and related STRS and PERS functions and limits.
- Applicable school district policies, procedures and practices and bargaining unit contracts.
- Preparation of financial statements and comprehensive accounting reports.
- Employee benefits enrollment practices and procedures.
- Applicable laws, codes, regulations, policies, and procedures including FMLA and COBRA.
- Collective bargaining agreements and procedures.
- Modern office practices, procedures, and equipment.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical duties in the preparation payroll for certificated and classified personnel.
- Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities.
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines, and procedures.
- Process, evaluate and assist employees with the completion of enrollment forms.
- Troubleshoot and resolve employee issues and concerns regarding benefits.
- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply, and explain laws, rules and regulations related to payroll activities.
- Process payroll and related records for payrolls.
- Monitor, audit, adjust and reconcile payroll data.
- Identify, investigate, and resolve financial errors and discrepancies.
- Operate a variety of office equipment including a computer and assigned software.
- Compare numbers and detect errors efficiently.
- Communicate effectively both orally and in writing.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Make arithmetic computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

Office environment.

Constant interruptions

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard and calculator.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Payroll/Benefits Technician

- Bending at the waist, kneeling, or crouching to file materials.
- Reaching overhead and above shoulders to reach supplies.

Hazards:

- Subject to dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 39