Position: Coordinator III - Payroll and Benefits	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent/CBO or Designee	Salary: Classified Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Payroll and Benefits provides advanced coordination and operational support for the district's payroll and employee benefits functions. This position supports accurate, timely, and compliant payroll processing and benefits administration for all employee groups. The Coordinator III serves as a technical lead in payroll and benefits systems, supports regulatory compliance, and assists in resolving complex payroll and benefits issues. This role contributes to the district's fiscal integrity by monitoring data accuracy, maintaining confidential employee records, and supporting efficient business operations aligned with federal, state, and local requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments
- Coordinate the daily operations of payroll processing, ensuring accuracy, timeliness, and compliance with district policies, collective bargaining agreements, and applicable laws and regulations.
- Serve as a technical expert in payroll systems, supporting data entry, system maintenance, troubleshooting, and process optimization.
- Process, review, and audit payroll transactions including wages, overtime, stipends, deductions, garnishments, and retroactive adjustments.
- Coordinate employee benefits administration, including enrollment, changes, terminations, and reconciliation of benefit deductions with vendors and providers.
- Align work to be in compliance with federal, state, and local payroll tax regulations, reporting requirements, and audit standards.
- Maintain and audit employee payroll and benefits records to ensure accuracy, confidentiality, and compliance with retention requirements.
- Assist in reconciling payroll accounts, benefit invoices, and related financial records in coordination with accounting and finance staff.
- Support year-end payroll activities, including W-2 preparation, reporting, and required reconciliations.
- Interpret and apply collective bargaining agreements, personnel policies, and regulatory requirements related to payroll and benefits.
- Respond to employee inquiries regarding payroll, deductions, leave balances, and benefits eligibility in a timely and professional manner.
- Coordinate leave administration processes, including sick leave, FMLA/CFRA, disability, and other paid/unpaid leave programs.
- Assist in the implementation and maintenance of payroll and benefits system upgrades, enhancements, and reporting tools.
- Develop and maintain consistent and compliant payroll and benefits procedures, documentation, and training materials.

- Provide technical guidance and training to payroll and HR support staff on systems, procedures, and compliance requirements.
- Collaborate with Human Resources and Technology departments to ensure accurate employee data integration and reporting.
- Prepare reports, summaries, and data analyses related to payroll expenditures, staffing costs, and benefit utilization for leadership review.
- Support internal and external audits by preparing documentation, responding to inquiries, and maintaining compliance with audit requirements.
- Identify and recommend process improvements to increase efficiency, accuracy, and customer service in payroll and benefits operations.
- Maintain compliance with applicable retirement laws, regulations, and reporting requirements related to California State Teachers' Retirement System and California Public Employees' Retirement System, including employee eligibility, compensation reporting, and retirement contributions.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to an Associate’s degree or higher from an accredited college or university with

major course work in business administration, accounting, finance, human resources, public administration, or a related field.

- Experience: Three years of increasingly responsible experience in payroll processing, benefits administration, human resources, or fiscal services, preferably in a public agency or public education setting, including experience working with payroll systems, employee records, and regulatory compliance requirements.

LICENSES AND CERTIFICATES