



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>PAYROLL &amp; BENEFITS SUPERVISOR</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Supervisors'
		<b>SALARY RANGE:</b>	08
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Fiscal Services or assigned designee	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Plan, organize, coordinate, and supervise the District's payroll and benefits administration functions; train, supervise, and evaluate the performance of assigned staff. The incumbent in this classification assists in supporting students by providing supervisory leadership to the department, ensuring the District is in compliance with all payroll and benefits requirements 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.*

Schedule, coordinate, supervise, and participate in the input of District payrolls; monitor activities to ensure proper input of payroll changes and update of corresponding records; oversee and provide technical expertise to staff in preparation of salary worksheets, calculation of vacation and sick leave accruals, calculation and encumbrance of salary and fringe benefits, and accurate posting of absences and verification of supporting documents.

Audit payroll records for accuracy and departmental consistency, including monthly payroll payments, workers' compensation wage statements and abatements, insurance payments, alternative retirement plans, payroll registers, monthly leave and other reports; maintain records and control receipts and disbursements of compensation funds paid to employees.

Train, supervise, and evaluate the performance of assigned personnel; coordinate staff work assignments, develop employee work schedules, and review work to ensure compliance with established standards, requirements, and procedures; ensure employee understanding of established requirements.

Coordinate districtwide open enrollment activities; supervise and participate in the enrollment of employees in health, dental, and other voluntary insurance plans; administer insurance vendor rates and contract documents; ensure monthly reconciliation and balancing of plans.

Supervise and participate in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; audit various records, reports and statements for accuracy and completeness; make corrections and adjustments as needed; develop spreadsheets and generate computerized reports; prepare, issue and report accurate payroll and benefits documents in accordance with local, state and federal regulations, including annual W-2s, employer-provided healthcare coverage forms, etc., as required.

Provide technical expertise, information, and assistance to staff at all levels regarding assigned functions; assist as needed in the formulation and development of fiscal and other policies, procedures, and programs.

Communicate with District personnel, State and County offices, insurance company representatives, and others to resolve payroll/benefits issues in a courteous manner; compose, distribute, and respond to a variety of correspondence; maintain and update payroll and benefits information posted on the department webpage.

Maintain and keep staff current concerning knowledge of District policies, bargaining agreements, and applicable State and federal laws, regulations, and reporting requirements related to payroll and benefits functions.

Operate a variety of standard office equipment, including computer and assigned software; utilize County and District software applications to process payroll and benefits data.

Attend, conduct, and participate in various meetings and committees as assigned.

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:**

District policies and applicable State and federal laws, regulations, and reporting requirements related to payroll preparation, including tax codes, public employee retirement systems, and employee benefit administration.

Pertinent collective bargaining agreements.

Technical aspects of financial and statistical recordkeeping.

Accounting principles, including the Standardized Account Code Structure (SACS) rules and auditing procedures.

Operation of a computer, including computerized payroll and budget software, spreadsheets, databases, and reporting.

Principles of supervision and training.

Interpersonal skills, using tact, patience, and courtesy.

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

Schedule, coordinate, and supervise District payroll and benefits administration functions.

Coordinate activities to ensure accurate and timely preparation and maintenance of reports, records, and files related to assigned activities.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Provide technical expertise to employees concerning payroll and benefits issues and questions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively with District personnel, public agencies, and benefit carriers regarding payroll and benefits issues both orally and in writing.

Exercise professional and appropriate judgment.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work and effectively manage simultaneous projects.

Meet schedules and timelines.  
Work effectively, both independently and as a member of a team.  
Interview, select, train, supervise, and evaluate the performance of assigned personnel.  
Operate standard office equipment, including computer and assigned software.  
Adhere to safety practices.  
Consider a variety of factors when using equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to high school graduation, or equivalent, supplemented by completion of college-level course work in accounting, bookkeeping, or related field and four (4) years of increasingly responsible payroll, accounting, or auditing experience, including one (1) year in a lead or supervisory capacity. Public sector payroll and benefits administration experience in a school district is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Seeing to read a variety of materials and computer screen for extended periods of time.  
Sitting, standing, or walking for extended periods of time.  
Bending at the waist, kneeling, or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.  
Regularly lifting and/or moving up to 10 pounds and occasionally lifting and/or moving up to 25 pounds.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

G.B. 02/24/15; P.C. 02/26/15  
(Approved: 3/97; 10/00 Rev.; 05/11 Abolished; 2/15 Reinstated); 07/2020 Rev.  
Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025