

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PAYROLL AND BENEFITS SUPERVISOR

BASIC FUNCTION:

Under direction of the Director, Fiscal Services, plan, organize, coordinate and supervise the District's payroll and benefits administration functions; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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, and 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.

OTHER DUTIES:

Perform related duties as assigned.

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, including spreadsheets, databases and reporting.

Principles of supervision and training.

ABILITY TO:

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

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

Supervise and evaluate the performance of assigned personnel.

Make arithmetic computations quickly and accurately.

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 independently with little direction.

Operate standard office equipment including computer and assigned software.

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 years of increasingly responsible payroll, accounting, or auditing experience, including one year in a lead or supervisory capacity. Public sector payroll and benefits administration experience in a school district is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and use of private or alternative means of transportation is required.

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 lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen