

## **LA MESA-SPRING VALLEY SCHOOL DISTRICT**

### **CLASS TITLE: PAYROLL AND BENEFITS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor, Payroll and Benefits, performs a variety of specialized duties in the processing of employee payroll, benefits and workers' compensation claims; serves as a technical resource to personnel concerning payroll, worker's compensation, employee benefits information, insurance plans, enrollment options, eligibility, coverage and claims; prepares and maintains a variety of manual and confidential personnel files and related records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administers employee benefits program in compliance with carrier contracts; coordinates with supervisors to design transitional tasks for modified assignments; explains benefit options, organizing benefits affairs, mediating benefit and payment issues and other functions; prepares, processes and files occupational injury reports and Worker's compensation claims as required; notifies injured employees of rights and responsibilities; prepares and verifies employee information, job duty summaries and authorizations for treatment providers.

Compiles and verifies payroll and benefits information; processes payroll and benefits related data, receives, processes and audits employee time information and related documents including time sheets, withholding information, employment verifications, adjustments, benefits enrollment forms and vendor billings.

Compiles information; prepares and maintains a variety of records and reports related to employee information, benefits, rates, retirements, terminations, insurance plans, contracts, payments, financial activity and assigned duties; establishes and maintains filing systems; reconciles enrollment forms and billings to employee records.

Contacts employees, supervisors, administrators or others to resolve payroll discrepancies; researches, calculates and maintains records of overpayments and historical payroll data; explains payroll adjustments to employees and other representatives.

Informs staff and outside parties regarding payroll and benefits and health insurance eligibility enrollment and claims and related procedural requirements; assists employees in understanding District payroll functions and benefits program and compliance with the Affordable Care Act and AB 1522.

Monitors status of disabled employees and worker's compensations claims; requests and provides information concerning employee work and health status; assists in coordinating fringe and leave benefits; assists in organizing return-to-work arrangements for injured employees.

Performs various accounting duties related to assigned programs; calculate, monitors and assures accuracy and proper distribution of various fees and disbursements including insurance payments and retiree entitlements; performs accounts receivable duties including processing of incoming payments.

Performs various enrollment activities; assists employees with completing enrollment forms; processes and evaluates enrollment forms according to established procedures; establishes and maintains permanent employee benefits records; updates records with retirement, leave and various other information as appropriate.

Receives, processes and assures accuracy and completeness of documentation concerning new personnel, transfers and terminations; updates employee records as appropriate; notifies employees of changes in status and eligibility as needed.

Researches, processes and investigates insurance and other claims; advises employees of policy provisions and claims procedures; prepares required documentation and determine claim eligibility; resolves claim issues as needed; processes, evaluates and assures proper administration of Workers' Compensation claims as assigned; assures workers' compensation claims are processed in an effective and timely manner.

Serves as a technical resource to employees and responds to inquiries regarding payroll and benefits enrollment and administrative procedures including wage levies and garnishments, savings, employee benefits offerings, contributions, direct deposits, taxes, paychecks and workers' compensation issues.

Serves as liaison between employees, vendors, brokers and administrators; responds to employee inquiries; assists with assigned special projects as needed.

Troubleshoots and resolves employee issues and concerns regarding benefits, payroll and related District software computer system issues; researches information as necessary; prepares and distributes correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures and related information; provides employees with related informational materials; refers staff to outside resources as appropriate.

Type and inputs employee payroll and benefits and a variety of other data into an assigned computer system; maintains automated employee records and files; creates and corrects timesheets; generates computerized reports as requested; assures accuracy of input and output data.

**OTHER DUTIES:**

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and techniques involved in payroll accounting preparation and processing.

Methods, practices, terminology and procedures used in benefits administration.

Employee benefit packages and insurance programs.

Summary plan descriptions, vendor contracts and related forms.

Preparation, maintenance, verification and processing of payroll records and reports.

Organizational payroll policies and objectives

Financial and statistical record-keeping techniques.

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.

Principles and practices of data processing.

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.

Research, gather and compile 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.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Assemble, organize and prepare data for records and reports.

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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED supplemented by two years of college-level course work in accounting, finance, business administration or related field and four years of clerical accounting experience including one year in the maintenance of payroll and benefits records.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

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

**FLSA Status**

Non Exempt

**Approval Date**

01/26/15, 9/28/17