

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SUPERVISOR, PAYROLL AND BENEFITS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, organizes and directs the activities and operations of the Payroll and Benefits Department; supervises the preparation and production of District payroll, benefits and worker's compensation claims; trains, supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Approves special checks and expedited processing to ensure compensating employees outside the standard payroll processing system.

Assists the Human Resources Department in processing and evaluating employee risk management claims.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; serves as a liaison with staff, vendors and administrators.

Conducts staff trainings on usage of department software systems.

Coordinates efforts in the areas of worker's compensation claims including maintenance of written materials and files; reviews and investigates claims; verifies completeness of employee reporting documentation; calculates absences.

distribution and compliance with District, local, county, State and federal requirements.

Identifies measurement period and tracks hours for non-contracted employees to determine eligibility and benefits under the ACA.

Monitors assigned payroll, employee benefits, and workers compensation activities and/or components such as leave time, work location, eligibility, regular and special payroll.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.

Organizes and directs the activities and operations of the Payroll and Benefits Department; participates in the development and implementation of departmental policies and procedures.

Performs a variety of duties related to organizational employee payroll and benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provides consultation to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; distributes payroll, benefits and other documents conducts audits of personnel data; analyzes financial reports and related data; assures program and funds

Processes payroll related data such as time sheets, withholding information, employment verifications and adjustments; updates information, authorizing timely payment with established payroll practices.

Provides technical expertise and prepares salary and benefits cost analyses as requested for negotiations; interprets negotiated agreements for payroll and benefits purposes.

Reconciles invoices from benefit providers to assure accurate and timely payment.

Respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations; resolves discrepancies with payroll, benefit providers, withholding, workers compensation and salary status.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

OTHER DUTIES:

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

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced payroll and benefits functions of an educational organization.

Advanced principles and techniques involved in payroll preparation and processing.

Applicable laws, codes, regulations, policies and procedures.

Arithmetic calculations.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.
Organization and direction of payroll and benefits operations and activities.
Organizational payroll policies and objectives.
Preparation of financial statements and comprehensive accounting reports.
Preparation, maintenance, verification and processing of payroll records and reports.
Preparation, review and control of assigned accounts.
Principles and practices of supervision and training.
Tax withholding, voluntary deductions, garnishments and supplemental insurance.

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.
Assure proper and timely resolution of payroll discrepancies, issues and conflicts.
Communicate effectively both orally and in writing.
Coordinate communications, information and personnel to assure smooth and efficient payroll activities.
Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.
Monitor, audit, adjust and reconcile payroll data.
Operate a computer and assigned office equipment.
Organize and direct payroll and benefits operations and activities to assure classified and certificated employees are paid in an accurate and timely manner.
Perform arithmetic calculations quickly and accurately.
Plan and organize work.
Prepare records and reports related to assigned activities.
Train, supervise and evaluate the performance of assigned staff.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and college-level course work in accounting, business or related field and five years of increasingly responsible experience in payroll, accounting or fiscal clerical experience. Some experience in working with public school district payroll, benefits or accounting functions is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License and evidence of insurability.
Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions.
Driving a vehicle to conduct work.
Indoor office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.

HAZARDS:

Traffic hazards.

FLSA Status

Exempt

Approval Date

12/15/14, 9/28/17