

# SYLVAN UNION SCHOOL JOB DESCRIPTION

DRAFT #1

Non-Exempt

**JOB CLASSIFICATION TITLE:**      **Lead Payroll and Benefit Specialist**

**Description of Position** Under general supervision and direction of the Assistant Superintendent of Business Services, performs complex assignments and analysis related to payroll, benefits, retirement and leaves of absence.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Essential functions and responsibilities may include, but are not limited to:

- Performs specialized, technical lead functions in assembling, tabulating, calculating, verifying and reconciling payroll, employee benefits and fiscally related information and data.
- Maintains, processes and reconciles a wide variety of payroll accounts, documents and materials in compliance with established policies and regulatory guidelines.
- Works collaboratively with district and county personnel to ensure appropriate and effective methods are utilized for payroll processing and procedures.
- Serves as liaison with Stanislaus County Office of Education, EDD, and other public entities as well as benefit carriers and brokers.
- Meets with and disseminates information to employees regarding payroll, retirement and health/welfare benefits as well as leaves of absences from work.
- Answers employees' questions regarding retirement, benefits, annuities and other payroll procedures; meets with employees to share information regarding leaves of absence.
- Responsible for benefits management for retirees (early and over age 65) as well as active employees.
- Oversees input and maintains employee information in Public Employee Retirement System (PERS) and State Teacher Retirement System (STRS).
- Responsible for resolving payroll and benefits issues with support of the district administrator.
- Applies standard accounting practices and procedures to assure integrity of payroll and benefit systems administration.
- Runs reports utilizing district data systems for processing and reconciliation of data.
- Ensures accuracy and fidelity in time and attendance systems and management for compliance with wage reporting.
- Audits and balances monthly payroll cycles; researches discrepancies and processes entries and issues pay adjustments related to errors or retroactive increases and other related issues.
- Updates pay schedules in preparation for multi-year projections; updates and publishes tax tables and bonus codes.
- Collaborates with Position Control Analyst and other HR department staff for payroll and benefits analysis and reconciliation.
- Leads the payroll department in year-end procedures and reports, including accruals.
- Trains and directs the work of payroll specialists and short-term or substitute employees in the Business Department.
- Maintains communication with both the Business and HR Departments.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent.

AA degree in accounting or business, preferred.

Must possess valid California Driver's License.

Five years of experience in payroll and benefits.

**DESIRABLE QUALIFICATIONS:**

Experience in preparation and maintenance of complex payroll records.

Knowledge of insurance and benefits, including the ability to interpret and communicate policies and plans.

Knowledge of computers, technology and software systems related to fiscal and payroll services.

Ability to read, understand and interpret laws, rules, guidelines and instructions.

**PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:*

1. Ability to lift, carry, push, or pull objects which may exceed 30 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, climb and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer or device screen/monitor.
4. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
5. Ability to speak clearly with the ability to be heard and understood on the telephone and other devices and in work site conversations.
6. Sufficient dexterity to manipulate small objects, type and utilize a 10-key and calculator as well as print and write legibly.
7. Sufficient physical ability to reach horizontally and vertically with arms.

**PERSONAL QUALITIES:**

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with staff and other stakeholders in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively and professionally with all stakeholders.
7. Ability to work collaboratively, think creatively, critically and problem-solve independently.

**WORK YEAR:** Classified Calendar #6

**SALARY RANGE:** Classified Salary Schedule Range 20

CSEA Approval: Pending

Board Approval: Pending