



Job Description

Title: Payroll & Benefits Specialist (Confidential)	FLSA Status:	Created:11/01/2020
Supervisor: Director, Finance	Supervises:	Revised:
Department: Business	Bargaining Unit:	Approved:11/01/2020

GENERAL SUMMARY:

Under the direction of the Director of Finance, Business Services, supervises the preparation and production of, and resolve any issues with District payroll and benefits, including COBRA and FMLA, and worker's compensation claims, and act as liaison with providers and/or administrators.

DUTIES AND RESPONSIBILITIES:

Analyzes financial reports (e.g., labor distribution, payroll related data, contracts, etc.) for the purpose of assuring accurate program and funds distribution and compliance with district, local, county, state and federal requirements.

Acts as liaison with vendors and/or administrators for providing data.

Approves special checks and expedited processing for the purpose of compensating employees outside the standard payroll processing system.

Assists County system auditors in providing requested payroll or benefits information (e.g., contract requirements, time sheets, wages paid) for providing required information and coordinating necessary project activities.

Distributes payroll, benefits and other documents (e.g., open enrollment packets, new/change forms, flyers, identification cards) for providing documents in a timely manner.

Download and extract payroll and benefits data for compiling reports to compare and reconcile with human resources data, mandated costs, medical programs, full time equivalency calculations, and statewide financial personnel tracking, etc. As necessary, presents such reports on behalf of the District.

Maintains payroll and benefits information (handouts, district website, etc.) for providing information in a timely manner.

Maintains a variety of payroll, benefits, worker's compensation, and other information, files and records for ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Maintains working knowledge of COBRA, FMLA, wage and hour laws in concurrence with the Education Code.

Monitor accounting for payroll expenses for the purpose of ensuring accuracy of budget reference and adequate funds in accounts referenced for timesheets, personnel action requests, and other centrally processed site expenses.

Monitors assigned payroll, employee benefits, and workers compensation activities and/or components (e.g., leave time, work location, eligibility, regular and special payroll) for the purpose of ensuring stated outcomes are achieved, deadlines are met, relevant policies and procedures are adhered to, and services are efficiently provided within budgetary guidelines.

Monitors and researches the withholding of employees' contributions of STRS, PERS, FICA, federal and state taxes, tax sheltered investment plans, section 125 plans, and voluntary insurance plans to insure compliance with district contracts and policies and federal and state laws, regulations, and requirements.

Oversees and evaluates special projects as assigned (e.g., maintaining salary schedules and District Wellness Program) for ensuring the effective and timely completion of department and District objectives.

Coordinate efforts in the areas of worker's compensation claims including maintenance of written materials and electronic files, assure completeness of employee reporting documentation, and communication with employees and managers, to assure compliance with related laws, codes, regulations, policies and procedures.

Participates actively in collective bargaining process, (e.g. attends negotiations sessions, responsible for developing financial aspects of proposals and makes recommendations before presentation in collective bargaining, responsible for responding to finance related requests for information from exclusive bargaining units and employee organizations, responsible for advising management regarding financial consequences of contractual provisions and proposals) for the purpose of supporting responsible and accurate financial decisions with regards to collective bargaining.

Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

Processes payroll related data (e.g., time sheets, withholding information, employment verifications, and adjustments) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.

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

Recommends policies, procedures and/or actions for providing information and/or direction that ensures efficient operation and regulatory compliance of District's payroll activities.

Reconciles invoices from benefit providers to ensure accurate, timely payment.

Reconciles processed payroll for the purpose of ensuring accuracy of payroll and complying with related policies, practices and/or regulations.

Resolves discrepancies with payroll and/or information and/or documentation (e.g., payroll, benefit providers, withholding, workers compensation, salary status) for ensuring accuracy of records and employee payments.

Responds to inquiries regarding a wide variety of procedures and requirements (e.g., wage levies and garnishments, savings, contributions, direct deposits) for providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.

ADDITIONAL RELATED DUTIES/RESPONSIBILITIES:

Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.

Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Job related experience with increasing levels of responsibility is required. A typical qualifying background would include graduation from high school or equivalent; post-high school course work in bookkeeping or financial recordkeeping; ten (10) years of full-time, increasingly responsible payroll, accounting, and/or fiscal clerical experience; five (5) years' experience in public school district payroll/accounting functions.