



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Payroll/Benefits Technician

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs a variety of specialized technical and administrative activities involved in the processing of the District's payroll to ensure the timely, accurate payment of District employees; inputs and maintains benefits-related data; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Payroll/Benefits Technician performs journey-level, paraprofessional functions in the preparation and maintenance of the District's payroll and benefits records and reports and related accounting processes and procedures, and resolves problems related to these functions in strict adherence to District policies and procedures and sound financial management practices.

This position is directly responsible to the Director of Fiscal Services or his/her designee. Payroll/ Benefits Technician is distinguished from Lead Payroll/ Benefits Technician in that incumbents in the latter class may provide work guidance of lower-level employees and have additional responsibilities in the payroll and benefits program administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
2. Verifies, edits and processes employee payrolls in accordance with policies and procedures; verifies accurate reporting of changes in pay, payroll status, benefits, taxes, voluntary contributions, garnishments and other deductions, as well as retroactive pay adjustments and terminations; verifies attendance and work hours data; makes corrections in the county system prior to payroll run.
3. Verifies checks and direct deposit statements received from the county each pay period and sorts for distribution.
4. Distributes benefits plan descriptions, promotional materials and notices in compliance with legal and regulatory requirements; explains, interprets and counsels employees regarding employee rights and benefits plan coverage, eligibility for benefits and claims procedures; for new hires and employee open enrollment changes, verifies employee and dependent plan eligibility and accurate completion of enrollment forms; processes enrollments in the District's financial systems.
5. Establishes and maintains payroll and benefits records and files; enters employee salary, deductions and tax information in the payroll system; records time off and leaves of absence and maintains files of supporting documents; receives, notifies employees and processes and enters wage garnishments; reviews, audits and corrects records, as necessary.
6. Researches and responds to daily inquiries from employees on a wide array of technical payroll and benefits matters; assists schools and departments in analyzing and resolving payroll and benefits issues.
7. Performs general accounting support functions as needed.
8. Prepares Board resolutions and reports; maintains required files and records; attends meetings; participates in District training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, documents and terminology used in payroll recordkeeping.
2. Basic methods, practices, documents and terminology used in benefits administration.
3. Law, regulations and MOU provisions applicable to timekeeping, payroll preparation and pay reporting.
4. District ordinances, codes, policies, procedures and practices for processing and recording payroll, benefits and related financial transactions.
5. Operations of the District's various financial systems.
6. Customer service practices and telephone etiquette.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. Basic bookkeeping and elementary accounting practices and procedures.
9. Records management, recordkeeping, filing and basic purchasing practices and procedures.
10. District personnel policies and labor contract provisions; practices and requirements of the District payroll system.
11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Collect, obtain, evaluate and interpret technical and specialized payroll and benefits information correctly and explain information accurately and precisely to employees.
2. Make calculations and tabulations and review fiscal documents accurately and rapidly.
3. Prepare clear and accurate financial and statistical records and reports.
4. Input data accurately at a speed necessary to meet the requirements of the position.
5. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
6. Make decisions in accordance with District policies and procedures applicable to areas of assigned responsibility.
7. Maintain highly confidential information.
8. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from an associate's degree program in accounting or bookkeeping and at least two years of progressively responsible experience in payroll-related duties, including review of timecards and processing of payroll and leaves; or an equivalent combination of training and experience. Additional experience of the specified type may be substituted for the required education. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing