



JOB DESCRIPTION

JOB TITLE: **Technician (Payroll/Benefits)**

Position Type: Classified	Department: Payroll/Benefits
Salary Schedule: Classified	Reports to: Payroll & Benefits Director
Salary Range: Range 25	Location: District Office
Term of Employment: 12 months	Date: April 7, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the Payroll/Benefits Department by performing a variety of office work management and communication tasks relating to all department functions. To assist the Payroll/Benefits Director by performing a variety of office work management to facilitate the smooth operation of the department.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assists with maintenance and preparation of department budget.
- Schedules meetings, conferences, travel arrangements and appointments for the Payroll/Benefits Director and updates the calendar for insurance meetings.
- Completes and submits disability paperwork for employees on leave of absence and workers comp to the appropriate carriers.
- Compiles and prepares various forms, files, reports and records from a variety of reference sources.
- Oversees and maintains information to the webmaster for the Payroll/Benefits Department.
- Pays certified and classified substitutes from bi-weekly sub report.
- Pays Transportation Department.
- Makes travel and conference arrangements for the Payroll/Benefits Department.
- Records changes affecting net wages such as exemptions, insurance coverage, retirement, FICA and other deductions for each employee to update master payroll records.
- Records data concerning transfer of employees between departments.
- Prepares and distributes pay.
- Calculates FMLA hours.
- Prepares and issues hourly letters and appointments.
- Updates employees at ASRS.

- Assists Bookkeepers with new employee orientations and insurance meetings.
- Follows up on insurance.
- Assists with payment of insurance premiums.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One year certificate from college or technical school.
- Three to six months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.