

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: PAYROLL BENEFITS SPECIALIST - CONFIDENTIAL**

**DEFINITION:** Serves at the District Level as Payroll Specialist under the direction of the Assistant Superintendent of Business Services and in coordination with the Director II of Human Resource and the Fiscal Officer. Duties and responsibilities require a level of specialized and technical knowledge, responsibility, initiative and independent decision-making covering a broad range of elements within a complete district level accounting system such as payroll, benefit activities, and/or accounts payable that are performed under minimal direction.

Positions are considered confidential when incumbents, in the course of duties, have access to or possess information relating to employer-employee relations or negotiations.

**ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:**

- Perform a variety of payroll processing functions that are compliant with State and Federal accounting standards
- Organize, input, prepare, balance and maintain accurate electronic monthly, bi-monthly, and variable payrolls, benefit maintenance, reports and all related payroll records for school district employees
- Maintain and update employee records showing personal data, site locations, individual earnings, various deductions, insurance coverage, sick leave, vacation, overtime, tax sheltered annuities, 457 plans, and various financial institutions transactions
- Process and verify timesheets and attendance and reconcile totals and balances
- Process manual warrants, prepare warrants for distribution to employees
- Process payroll deductions and reports for union dues, credit unions, and other financial institutions, garnishments, STRS and PERS retirement systems, medical benefits and direct deposits
- Maintain confidentiality and an atmosphere of excellent customer service
- Analyze and implement processes and procedures for payroll operations that reflect industry best practice to ensure legal compliance, an audit trail, best service to employees and department efficiency
- Coordinate activities and services with other district departments and the County Office of Education
- Compute gross salary, longevity pay, step increases, overtime earnings, and retirement
- Initiate entries, changes, and terminations of voluntary payroll deductions, health insurances, credit union, retirement, and associations
- Reconcile computerized payroll output with payroll records
- Verify and process new and existing employee salary placements as authorized by the Human Resource Department
- Maintain computerized Position Control System of employee positions and benefits verifying accuracy of information with the human resource department
- Prepare employment and change status forms
- Calculate long and short term leave balances in accordance to contracts, and State and Federal laws
- Complete workers' compensation reports on employees' occupational injuries and illnesses in a timely manner and maintains log for CAL/OSHA
- Compose correspondence to employees and insurance vendors
- Notify employees of open enrollment periods and negotiated benefit changes
- Complete unemployment insurance claims
- Prepare cost assessment for confidential negotiation options and strategies as directed by administration including, but not limited to alternative salary schedules and range placements
- May process accounts payable, including auditing invoices and processing warrants for payment

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- May process accounts receivable including bank deposits, transfers to the County Office of Education and reconciling bank statements
- May deal with vendors and staff in making payments
- Prepare report drafts; compile, assemble and summarize data for a variety of reports, including special projects
- Receive and appropriately respond to telephone calls, requests for information, complaints and respond to emergencies
- Work collaboratively with others to ensure that employees are served at the highest level
- Notify employees in writing when changes to salary and/or payroll occur
- Attend meetings, conferences, workshops as required
- Maintain current practice and knowledge of payroll, benefit, retirement, leave rules and regulations
- Perform a wide variety of clerical work including typing, proofreading, filing, copying, and computing
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- State and federal regulations regarding payroll processing, workers compensation and benefit entitlements, e.g., ADA, FMLA, CBRA, CFRA, PDLA, etc.
- Modern accounting and financial record keeping principles and procedures, especially as they pertain to government and school district payroll
- Modern office practices, particularly as they apply to payroll, benefits, and financial record keeping, including computer program use, financial database software and office machine skills
- School attendance accounting methods, procedures and policies, and applicable Federal, State and local rules and regulations
- Proper English usage, spelling, grammar and punctuation; techniques of business letter and report writing
- School District policies and procedures

**Ability to:**

- Prepare clear and accurate financial statements and reports under direction of the Assistant Superintendent for Business Services and to analyze data, including estimates, invoices and reports
- Adapt to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; working with constant interruptions; and working under time constraints
- Make mathematical calculations with speed and accuracy
- Operate a 10-key calculator/keypad by touch
- Type at a minimum speed of 50 net words per minute preferred
- Operate a computer and database programs and other office equipment with high level efficiency
- Efficient use of simple to complex computer programs
- Understand and carry out complex oral and written directions
- Act independently and make minor decisions based on established procedures
- Perform research, compiling information from a variety of sources
- Ability to communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness

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- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Must be able to work well independently and as part of a team
- Establish and maintain cooperative relationships with those contacted in the course of the work
- Maintain confidentiality

***EDUCATION AND EXPERIENCE:***

- Three years of complete charge accounting and payroll experience for a school district or large commercial business is required AND
- Bachelor's Degree in accounting, business administration, or related field is preferred

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

***Ability to:***

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, use good judgment and make sound decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures

Adopted by the Board of Education:

Approved: August 16, 2012