

## **LODI UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PAYROLL/BENEFITS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Payroll and Benefits, this position is responsible for accurately and timely processing of payroll and administering district employee benefits. The specialist ensures compliance with state, federal, and district regulations. Facilitates benefits enrollment and changes.

#### **REPRESENTATIVE DUTIES:**

Handle complete payroll processing cycles, ensuring accurate calculation of wages, taxes, and deductions. Ensure timely payroll execution.

Manage employee benefits programs including health, dental, vision, and retirement plans. Facilitate enrollments, and modifications, and educate employees on their benefit options and details.

Oversee compliance with the Affordable Care Act by maintaining accurate records of employee coverage, handling reporting requirements, and managing communications with federal agencies.

Maintain compliance with all applicable payroll and benefits regulations. Prepare necessary payroll and benefits reports for government bodies.

Act as the first point of contact for employee concerns regarding payroll and benefits. Provide clear, accurate responses and support.

Keep detailed and organized records of all payroll and benefits data. Ensure security and confidentiality of all employee information.

Work with external benefits providers and vendors to ensure services are aligned with district policies and meet employee needs.

Facilitates annual health benefits orientation for district employees.

Provide health benefits information to district employees and board members.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Payroll processing systems and procedures.

Employee benefits programs include health, dental, vision, retirement plans, tax shelter annuity, and other related benefits.

Applicable federal, state, and local laws and regulations pertaining to payroll and employee benefits.

Principles of record-keeping and confidential data management.

Operation of computer equipment and software programs

Computer system training techniques

District payroll policies and procedures

Mathematical concepts, including percentages and statistics.

**ABILITY TO:**

Ability to perform technical work in preparing and processing certificated and classified payroll and benefits.

Utilize data management techniques and demonstrate using modern technology to handle payroll and benefits data efficiently.

Accurately process payroll data.

Provide technical user training and assistance.

Analyze routine problems accurately and adopt an effective course of action.

Perform technical work in the preparation and processing of certificated and classified payroll.

Learn complex District payroll policies and procedures.

Perform statistical calculations.

Analyze and interpret data and prepare clear and concise reports.

Maintain current computer and database skills.

Perform research, compiling information from a variety of sources.

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written instructions.

Work confidentially with discretion

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent supplemented by college-level coursework in accounting or related field, and three years of progressively responsible office experience including financial/statistical record-keeping or payroll preparation and using various computer programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Constant interruptions

**PHYSICAL DEMANDS:**

Sitting at a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and ten-key.

Bending at the waist, kneeling and crouching

Lifting light objects up to 25 pounds

Board approval: TBD