

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Payroll and Benefits Services	REPORTS:	Director, Fiscal Services
DEPARTMENT:	Fiscal Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	261
ISSUED:	March 21, 2013	SALARY:	Range 26B

BASIC FUNCTIONS:

Under the direction of the Director of Fiscal Services, coordinates and maintains a detailed and complex payroll system and performs a full range of responsible and complex functions associated with overseeing the District's employee fringe benefits system. Performs responsible professional level duties including but not limited to training, supervision and evaluation of payroll and fringe benefit staff, coordinates and directs specialized tasks related to District-wide payroll operations and fringe benefits, and assures compliance with all federal, state, county and District legal policies and requirements.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Payroll and Benefits Services plans, coordinates, evaluates and supervises the work of the payroll support staff and other staff as needed. This position performs payroll-related work ranging in difficulty and requires a thorough knowledge of payroll, fringe benefits, and fiscal principles. The Coordinator, Payroll and Benefits Services will also serve as a resource to District administrators and employees, as well as to payroll staff.

E = ESSENTIAL FUNCTIONS

MINIMUM REQUIREMENTS:

1. Plan, organize and direct payroll activities, including classified and certificated payroll and employee benefit payment processing, ensuring confidentiality. **(E)**
2. Work closely with Human Resources and Payroll to ensure that employees are paid accurately, charged to the proper accounts, and validation of records is completed between the Human Resources, Payroll, and Accounting Departments. **(E)**

3. Maintain strict payroll controls, schedules and timelines. **(E)**
4. Provide technical expertise; solve a variety of payroll and fringe benefit problems and respond to questions or complaints from employees regarding interpretation of laws, rules and District regulations governing payroll and fringe benefits. **(E)**
5. Provide technical recommendations and information to District administration regarding policies and procedures related to employee payroll/benefit and union contract policies. **(E)**
6. Supervise the distribution of checks and other payroll-related documents. **(E)**
7. Test and implement county payroll systems to ensure proper operation prior to implementation. **(E)**
8. Prepare and/or coordinate completion of various payroll reports and filings, including pay histories. **(E)**
9. Generate projections relating to salaries and benefits as necessary. **(E)**
10. Implement board approved salary adjustments including retroactive, one-time, or ongoing salary adjustments per negotiated bargaining agreements and settlements. **(E)**
11. Coordinate collection and reconciliation of fringe benefit accounts, including voluntary deductions (e.g., tax-sheltered annuities). **(E)**
12. Coordinate completion and distribution of annual W-2 forms and other tax-related forms. **(E)**
13. Verify and/or calculate salary and fringe benefit increases or reductions. **(E)**
14. Review issuance of payroll from the revolving cash fund. **(E)**
15. Maintain confidentiality of sensitive and privileged information. **(E)**
16. Serve as liaison with other departments and representatives of government agencies, financial institutions, county offices and retirement systems to coordinate activities and resolve issues. **(E)**
17. Prepare notices and bulletins to notify District personnel of payroll-related issues. **(E)**
18. Assure compliance with District, county, state, IRS, PERS, STRS, and PARS laws, rules and regulations. **(E)**
19. Attend District and county office meetings and read pertinent information to keep current on payroll transactions and reporting requirements. **(E)**
20. Provide direction and training to support staff regarding county, federal, state and District policies and procedures relating to payroll and benefit processing. **(E)**
21. Oversee the implementation of the collective bargaining agreements pertaining to health and welfare benefits for eligible employees. **(E)**

22. Interpret, monitor, apply federal and state benefits legislation, laws, and regulations as related to the health care reform act of 2010 and/or future reforms. **(E)**
23. Coordinate all reporting of financial and non-financial information to the internal revenue service regarding the district's administration and implementation of the Health Care Reform Act of 2010 and/or future reforms. **(E)**
24. Prepare and extract benefit data for the district's post employment benefits actuarial study. **(E)**
25. Adhere to workers compensation laws and coordinate tracking with risk management to ensure compliance. **(E)**
26. Serve as the district's representative on the benefits joint powers authority board of directors' meetings. **(E)**
27. Prepare census information and data to assist with benefits plan design and rating. **(E)**
28. Work closely with insurance brokers on the implementation of medical, dental, vision, and life insurance plans. **(E)**
29. Coordinates annual benefits renewal and benefits open enrollment for all bargaining units with the joint powers authority. **(E)**
30. Implement and manage the district's consolidated omnibus budget reconciliation act (cobra) program. **(E)**
31. Provide leadership and work with staff to create a high performance, service-oriented work environment that supports the department's mission and promotes a positive employee environment. **(E)**
32. Perform other duties as assigned. **(E)**

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Bachelor's (four-year) degree with a major in accounting or business administration and minimum of five years of progressively responsible payroll or fringe benefits experience, preferably in a California public school system.

An equivalent combination of education and experience may be considered. Two years experience in a closely related field can be substituted for each year of the education requirement. (30 accredited semester credit units = 1 year)

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal, state, and local statutes;
- County and District policies and procedures;

- District bargaining unit contracts;
- District statutory rates and fringe benefit plans;
- Policies and procedures involved in the preparation, verification, maintenance, and processing of District payrolls; and
- Applicable sections of various tax codes, retirement plans, and Education Code.

ABILITY TO:

- Work effectively with limited supervision;
- Work under pressure and meeting strict deadlines;
- Handle and retain confidential information;
- Interpret federal, state, and local rules and regulations pertaining to payroll and benefits;
- Perform complex and technical payroll operations including payroll audits and reconciliations;
- Plan, organize, and supervise the payroll duties of staff to assure the timely and accurate distribution of the District payroll and benefits;
- Prepare and maintain a variety of records, reports and files;
- Establish and maintain effective working relationships with management, staff, District and county personnel;
- Communicate effectively with employees, administrators, the public, and representatives of public agencies;
- Use available technology effectively and efficiently;
- Operate a computer terminal using various county software programs;
- Demonstrate problem-solving skills in various situations; and
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment;
- Subject to frequent interruptions;
- Constant demanding deadlines; and
- Extensive contact with staff members, vendors, and other public agencies.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, other office equipment, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, review, and assure accuracy of budget documents, financial statements and reports;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces; and
- Light lifting; pushing or pulling carts.

HAZARDS:

- Extended viewing of computer monitor; and
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth herein. I hereby accept the position of Coordinator, Payroll and Benefits Services and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division Human Resources.

Board approved: March 21, 2013

Revised: May 3, 2018