

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PAYROLL TECHNICIAN III**

#### **BASIC FUNCTION:**

Under the direction of the Manager, Compensation and Benefits, perform complex technical work involving payroll processing, benefit administration, and compilation of various reports for District certificated and classified personnel.

#### **DISTINGUISHING CHARACTERISTICS:**

The Payroll Technician III is assigned more complex payroll and benefit functions requiring a higher level of technical skill than is required of a Payroll Technician I or II.

#### **ESSENTIAL FUNCTIONS:**

Organize, prepare and maintain payroll record information for certificated and classified personnel.

Balance and reconcile monthly payroll reports pertaining to health insurance, retirement, unemployment insurance and other deductions such as STRS, PERS and others.

Assist in coordination of benefit programs such as deferred compensation, tax shelters, health insurance, FMLA and COBRA by maintaining employee records including enrollments, input to payroll system and related worksheets, monitoring for continued eligibility, reconciliation and preparation of payments to vendors.

Conduct research, collection and compilation of data for required reports and projections.

Develop spreadsheets used in the preparation of various financial reports, projections and analyses.

Perform technical calculations for development of annual preliminary budget for the Department; review, and recommend expenditures for approval.

Perform monthly statistical compilation and comparison of program expenditures in relation to the approved budget.

Assist in the annual renewal of the District benefit programs.

Provide technical expertise, participate in the formulation and development and maintenance of payroll and benefits procedure manuals.

Provide quality customer service in daily activities with co-workers, district administrators, employees and external agencies.

Communicate with District active and retired employees and various governmental and insurance agencies regarding payroll and employee deductions, and related record-keeping requirements, standards and procedures.

Conduct special projects and research as assigned.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods and practices of financial and statistical record-keeping and retention.

Practices and procedures of payroll and benefit record-keeping and filing.

Data Collection skills, research methods and report writing techniques.

Applicable laws, codes, regulations, policies and procedures related to assigned duties.

Interpersonal skills using tact, patience and courtesy.

Principles and techniques involved in monitoring and controlling payroll preparation and benefits administration.

Tax withholding, voluntary deductions, garnishments and fringe benefits.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of computer and other office equipment.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

**ABILITY TO:**

Perform clerical and technical work involving financial control.

Compile and verify data and prepare comprehensive reports.

Perform arithmetic computations with speed and accuracy.

Balance and reconcile payroll reports.

Maintain financial records and prepare reports.

Plan, organize, and prioritize work.

Coordinate employee benefits programs.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Maintain confidentiality of sensitive and privileged information.

Complete work with many interruptions.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Type at a minimum of 35 words per minute from clear copy.

Learn to interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office equipment including a computer and assigned software.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Read, interpret, apply and explain applicable rules, regulations, policies and procedures.

Move hands and fingers to operate computer keyboard and other office equipment.

Bend at the waist, kneel or crouch to file materials.

Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by 18 college-level units and four years experience in payroll or benefits.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment.

Constant interruptions.