

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR-PAYROLL/BENEFITS

BASIC FUNCTION:

Under the direction of the Manager-Compensation and Benefits, supervise the performance of payroll functions; provide leadership and guidance by training, coordinating, reviewing and assisting in the evaluation of staff; maintain a high level of customer service for the department.

ESSENTIAL FUNCTIONS:

Provide quality customer service in assisting employees with payroll and benefits issues.

Demonstrated ability to perform the duties and responsibilities of the Payroll Technician I and II positions.

Supervise the timely preparation and processing of benefits functions and regular and variable payrolls.

Balance and approve payrolls issued; prepare special payrolls, including Lottery.

Monitor payroll and benefits staff attendance by maintaining a calendar and schedules.

Assist in the preparation of employee performance evaluations.

Develop and maintain payroll and benefits procedure manuals; conduct staff training.

Participate in the research, collection and compilation of data for required reports and projections.

Serve as liaison with Human Resources and Technology Services to coordinate benefits and payroll processing issues.

Supervise the integration of earnings with benefits programs such as workers' compensation, short-term and long-term disability.

Participate in financial audits and assist in the budget development process.

Collaborate with Human Resources and Risk Management to counsel medically disabled employees and their families regarding benefits eligibility.

Maintain County Office, State and federal payroll tax records.

Coordinate open enrollment on an annual basis.

Drive a vehicle to conduct work.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General accounting principles and procedures.

Benefits administration.

Public agency payroll.

Data collection skills.

Financial and statistical record-keeping techniques.

Preparation, maintenance, verification and processing of payroll records.

Generally accepted accounting and auditing principles, practices and procedures.

Payroll policies and procedures.

Record-keeping techniques.

Research methods and report writing techniques.

Principles and practices of administration, supervision and training.

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

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Supervise the performance of payroll functions.

Provide leadership and guidance by training, coordinating, reviewing and assisting in the evaluation of staff.

Maintain a high level of customer service for the department.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Prioritize and schedule work.

Train, supervise and evaluate personnel.

Make arithmetic computations with speed and accuracy.

Assign and review the work of others.

Analyze situations accurately and adopt an effective course of action.

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

Communicate effectively both orally and in writing.

Work confidentially with discretion.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate office equipment.

See to read and assure the accuracy of financial records and documents.

Hear and speak to exchange information.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: two years of college-level course work in accounting, business, statistics or closely related field and four years of progressively responsible experience in complex payrolls, benefits administration, personnel transactions and statistical and analytical reporting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.