

**CHICO UNIFIED SCHOOL DISTRICT  
PAYROLL/BENEFITS SPECIALIST**

**DEFINITION**

Under direction, assists in the planning, coordinating, and managing of a comprehensive payroll/benefit system for all employees of the District. This position performs a wide variety of highly responsible, confidential, and complex administrative and technical work in support of the Fiscal Services Office, including payroll and benefits administration and monitoring leaves of absence. This position participates in the effective establishment and maintenance of a variety of payroll/benefit records, benefit administration and reports requiring independent judgment in the application of established policies and procedures, including legal statutes, merit system rules, administrative regulations, and collective bargaining agreements. This job requires considerable accuracy, attention to detail, discretion, initiative, organizational skills, and the ability to multitask within strict timelines. Performs related work as required.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over student assistants. Exercises technical and functional supervision over the classifications of Payroll/Benefits Technician and Payroll Coordinator.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Ensures all payroll activities meet required deadlines and comply with legal statutes, merit system rules, administrative regulations, and collective bargaining agreements as appropriate.
- Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Participate in coordinating, organizing, and maintaining the workflow of the payroll department and provide lead supervision and training to assigned staff.
- Respond to and assist in resolving difficult and sensitive requests or complaints; interpret and apply policies, procedures and employee contracts; work with District and site personnel concerning contract sections and employee reporting.
- Research, compile, analyze and interpret data and statistics using current technology tools to assist District management with information for budgeting and negotiating purposes.
- Perform complex calculations for pay exceptions, increases, retro, adjustments, and non-routine payroll activities.
- Acts as internal consultant to management and staff on payroll issues, benefits, and leaves of absence.
- Monitor and issue increments for classified employees, including longevity increments.
- Post and issue checks for Federal and State withholding, FICA, Medicare, and Electronic Money Transfer.
- Maintains payroll information system records and generates reports as needs.
- Serve as liaison between employees, retirees, and insurance companies; provide assistance to employees on details of insurance benefits requiring a thorough knowledge of each insurance contract; work closely with insurance companies concerning payments and coverage; reconcile listing for health, vision, dental, and life insurance.
- Reconcile payroll deposits and prepares electronic funding paperwork.
- Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles, procedures, methods, practices, and terminology used in payroll and financial record keeping and reporting in the public sector.
- Laws and regulations regarding public sector pay systems.
- Methods and techniques of data collection, analysis, and report preparation.
- Principles of lead supervision and training.
- Mathematical principles.
- Benefits, Long-term & short-term disability plans, Medical-Dental-Vision Plans, Workers Compensation medical leaves, Leave administration
- Intermediate level MS Office Suite or equivalent.

**Skill to:**

- Operate 10-key by touch
- Create documents, databases, spreadsheets, and reports using MS Office Suite.

- Enter data and create reports using payroll information system.
- Conduct and interpret research on pay and benefits-related topics.
- Type or operate a keyboard at a level proficient for successful job performance.

**Ability to:**

- Learn, interpret, and apply pertinent codes, rules and regulations, including District policies and procedures pertaining to assigned functions.
- Perform responsible and difficult payroll-related work involving the use of independent judgment and personal initiative.
- Demonstrate exceptional customer service and respond to requests and inquiries for information regarding payroll, benefits, and leaves of absence.
- Assess competing factors in problem-solving issues.
- Compose, compile, and tabulate data and information to prepare summaries and reports.
- Work independently in the absence of supervision.
- Multitask in a timeline-driven environment.
- Maintain confidentiality of employee information.
- Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Plan, organize, and review the work of staff in the area of work assigned to achieve highest levels of accuracy and efficiency.
- Perform accurate mathematical computations quickly and accurately.
- Communicate clearly and concisely, both orally and in writing.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Four years of increasingly responsible experience in the maintenance of financial and statistical records.
- Two years experience in payroll operations, preferably in a public sector environment.
- Experience in benefits administration.

**Education:**

- AA degree or higher with focus in accounting, human resources, or a related field.
- Additional appropriate college level coursework.

**Training:**

- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Available to work overtime on evenings and weekends as needed.