



Department/Division:	Business Services
Reports To:	Chief Business Official
Provides Direction To:	None
FLSA Exemption Status:	Exempt
Date Prepared:	July 25, 2019
Date Adopted by Board:	August 14, 2019
Salary Schedule:	Confidential Classified

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

DEFINITION

The District Payroll and Benefits Specialist, under the supervision of the Chief Business Official, performs specialized work of above average difficulty in maintaining and processing payroll records in an automated environment, to read, analyze, and prepare data to support management in employer/employee relations, policy development, and budgetary processes; and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Understand and explain payroll accounting-related procedures, program guidelines, mandates, and options to staff; research and resolve problems. E
- Enter data electronically; create spreadsheets and databases; use standard and specialized software. E
- Communicate in person and by telephone with current staff, retirees, terminated employees, and new employees; interact with other departments. E
- Make calculations, such as sick leave, new hire and final pay calculations, payroll deductions, receipts, account balances, and payables. E
- Prepare and maintain employee payroll-related time, leave, absence, data summaries, and reports; research records to comply with court orders. E
- Process all monies received through Cash Pro and County. E
- Audits and processes employee, retiree and COBRA benefits. E
- Prepare schedules, summaries, recaps, and reports for auditors; prepare federal and state reports.

- Processes employee benefits, resolves employee benefits, retirement, billing and payment reporting and reconciliations issues.
- Modern office equipment and procedures; statistical record keeping procedures; business mathematics.
- Assists in the enrollment and orientation of all District employees into benefit plans including health, dental, vision, and life.
- Reconcile and pay all bills for all District benefit programs including health, dental, vision, and life.
- Coordinate all benefits as employees leave the district including termination of benefits, COBRA and retiree benefits.
- Process and maintains employee leaves.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, FMLA) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Serves as liaison between employees, vendors, brokers and administrators for the purpose of ensuring ongoing communication between parties and responding to employee inquiries required to provide an effective benefit plan.
- Responsible for all master contracts, files, claims data, and all other related areas of responsibility in the area of health, dental, vision, life and disability.
- Process worker's compensation reimbursements.
- Knowledge and implementation of Position Control.
- Maintains absence tracking system. Collect and verify time sheets from the sites.
- Coordinates and maintains certificated substitute system, absence tracking, and reporting to the county office.
- Performs district cash reconciliation.
- Open, sort, and route departmental mail.
- Assists Chief Business Official in classified personnel management functions.
- Serves as front office receptionist as needed.
- Ability to represent the District to the public in a positive manner.
- In work required for the Superintendent and Chief Business Official, will regularly have access to confidential information which may result from collective bargaining negotiations.
- Performs other duties as assigned.

**Tasks statements coded with the letter E are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.*

QUALIFICATIONS

Ability to:

- Perform payroll record keeping
- Accurately maintain and update automated payroll records
- Prepare and file in a timely manner accurate payroll summaries and reports
- Work under the pressure of recurrent deadlines with frequent interruptions
- Compare numbers and detect errors
- Read, understand and apply laws, rules, regulations, and contracts
- Make arithmetical calculations with speed and accuracy
- Explain complex laws, rules, regulations, and procedures concisely exercising tact, understanding, and diplomacy
- Operate a typewriter keyboard with accuracy
- Operate a computer terminal with speed and accuracy
- Operate a calculator and 10-key by touch method quickly and accurately
- Use word processing, database, and spreadsheet software with skill
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Ability to work independently using judgment and initiative
- Ability to establish and maintain effective working relationships with administrators, teachers, Trustees, other classified employees, and the public demonstrating the qualities of tact, diplomacy, poise, initiative, cooperation, and flexibility
- Ability to represent the District to the public in a positive manner

TRAINING AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, supplemented with college-level coursework in accounting, purchasing or related field.

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing payroll processing involving 100 or more employees in a data processing environment and preferably in a public education setting.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment and the associated tasks listed in this section are representative of, but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment and associated tasks which may be required of positions in this class. Larkspur-Corte Madera School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology, computer, 10-key

calculator; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills in English; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYEMENT

Participate in employer mandated training and re-training programs.