

Central Valley School District
Job Description

TITLE Payroll Benefits Coordinator

GENERAL SUMMARY

Responsible for the monthly administration of employee benefits in compliance with state, federal and district requirements. Educates employees about basic and optional voluntary benefits. Resolves payroll employee benefit discrepancies, reporting and reconciliation issues and communicates with a variety of district and non-district employees. Performs a variety of tasks to ensure employee benefits are applied, processed, reconciled and paid in an accurate and timely manner.

ESSENTIAL JOB FUNCTIONS

- Maintain sensitivity and confidentiality related to all aspects of the position.
- Exhibit initiative, creativity and enthusiasm in performing job functions.
- Respond to inquiries and concerns regarding benefits in a professional manner.
- Understand, monitor and ensure compliance with district policies and procedures, collective bargaining agreements, state and federal laws, and provider agreements related to the administration of benefits.
- Prepare employee benefit packets and materials.
- Regularly update employee benefits intranet page with current benefit information.
- Actively participate at various events that include speaking to large groups of employees about their benefits.
- Explain benefits to employees and act as a liaison with benefit providers.
- Create, maintain and update several primary benefit tables, plans and packages within the fiscal software.
- Ensure vendor data and program specifications are current.
- Organize, input and file large volumes of benefit documents.
- Reconcile the monthly premiums and payments for over 50 basic and optional voluntary benefits.
- Manage access and employee information for internet based benefit portals.
- Prepare and provide other required reports and special requests related to benefits.
- Attend pertinent workshops and training sessions.
- Create and update operating procedures for all aspects of the position.
- Cross-train on other payroll functions to provide sufficient department coverage.
- Perform other duties and projects as assigned.

REPORTING RELATIONSHIPS

This position reports to the Business Manager.

MENTAL DEMANDS

Required to meet payroll and reporting deadlines; requires concentration, accuracy and attention to detail; requires the proper application of District policies and procedures and laws to diverse

situations; exposed to frequent interruptions and a variety of assignments; may deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to computer monitor for prolonged periods.

QUALIFICATIONS

- Possess 3-5 years of successful experience with the administration of employee benefits, preferably in a school district.
 - Experience using fiscal software such as BusinessPlus.
 - Ability to accurately type/word process 55 wpm.
 - Knowledge of District policies/procedures, agreements and laws related to the administration of employee benefits.
 - Proficient use of office machines: copier, calculator, computer, etc.
 - Demonstrated skill in accuracy and attention to detail.
 - Demonstrated communication, cooperation and customer service skills.
 - Ability to prioritize and multi-task to meet deadlines.
 - Ability to be flexible and work independently with minimal supervision.
 - Excellent filing and organizational skills.
 - Ability to apply proper requirements, validate transactions and perform reconciliations.
 - Proficient in Microsoft Office, particularly Excel.
 - Willingness to work additional hours as needed.
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UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential job functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

5/17