

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Payroll/Benefits Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Finance Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
ISSUED:	June 25, 2013		

BASIC FUNCTION:

Perform a variety of complex and specialized clerical duties related to district payroll transactions and benefits programs including earnings histories, time and labor transactions, medical, dental, life, accidental death and dismemberment, vision, flexible spending accounts (FSA), retirement, and disability insurance.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Verify employee eligibility for coverage under district group insurance programs to employees, physician offices, hospitals, insurance carriers, and social service agencies. **E**

Assist employees regarding group insurance coverage and continuation of coverage after active employment ceases. **E**

Assist employees with evaluating payroll transactions and provide support to payroll specialists in providing information to employees regarding pay warrants. **E**

Provide customer service to walk-in clients for payroll and employee benefits. **E**

Perform direct input to computer via terminal. **E**

Prepare, process, and scan documents to update employee W-4 withholding, general and dues deductions, archival and other data for both payroll and benefits. **E**

Use a computer terminal to develop and extract a variety of data related to payroll and benefits transactions. **E**

Generate fixed charge adjustments; prepare premium statements. **E**

Receive and make employee and retiree contacts related to pay warrants, reported hours, benefits billing, benefits coverage, and other related issues. **E**

Update and maintain departmental files and records for payroll/benefits. **E**

Collect and assemble documents for administrative law proceedings and audits. **E**

Complete special projects including researching earnings for current and former employees, retiree premiums and coverage history, payroll transactions requested by warrant and accept warrants served to the district requesting payroll and/or human resources information. **E**

Receive, sort, and distribute incoming mail and provide clerical support. **E**

Explain district and state regulations, policies, and procedures related to the district's payroll and benefits program. **E**

Establish and maintain effective working relationships with all levels of district staff, the public, state agencies, insurance carriers, and private sector organizations. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to two years of full-time equivalent, paid, increasingly responsible office-clerical experience, preferably including experience working with payroll transactions and group employee benefits, unemployment insurance, or similar programs.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and appropriate state policies and procedures related to the processing of all district payroll/benefits programs, or ability to learn them quickly.

Operation of basic on-line data terminals, microcomputers, and standard office machines, or ability to learn them quickly.

Standard office-clerical procedures.

Reading and writing English communication skills.

ABILITY TO:

Perform computational tasks with accuracy and speed.

Maintain records and review varied and large quantities of forms, data printouts and other documents under pressure of time and to complete necessary reports accurately.

Exercise good judgment, tact, and sensitivity.

Keyboard/type at a net, corrected speed of 25 words per minute.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain cooperative relationships with district staff, the public, state agencies, insurance carriers, and private sector organizations.

Plan and organize work.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.