

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: PAYROLL AND BENEFITS SUPERVISOR**

**BASIC FUNCTION:**

Under direction of the Director, Fiscal Services, plan, organize, coordinate and supervise the District payroll and benefits administration functions; train, supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Schedule, coordinate, supervise and participate in the input of District payrolls; monitor activities to ensure proper input of payroll changes and update of corresponding records; oversee and provide technical expertise to staff in preparation of salary worksheets, calculation of vacation and sick leave accruals, and calculation and encumbrance of salary and fringe benefits, and accurate posting of absences and verification of supporting documents.

Audit payroll records for accuracy and departmental consistency, including monthly payroll payments, workers compensation wage statements and abatements, insurance payments, alternative retirement plans, payroll registers, monthly leave and other reports; maintain records and control receipts and disbursements of compensation funds paid to employees.

Train, supervise and evaluate the performance of assigned personnel; coordinate staff work assignments, develop employee work schedules and review work to ensure compliance with established standards, requirements and procedures; ensure employee understanding of established requirements.

Coordinate districtwide open enrollment activities; supervise and participate in the enrollment of employees in health, dental and other voluntary insurance plans; administer insurance vendor rates and contract documents; ensure monthly reconciliation and balancing s

accurate payroll and benefits documents in accordance with local, state and federal regulations, including annual W-2s, employer-provided healthcare coverage forms, etc., as required.

Provide technical expertise, information and assistance to staff at all levels regarding assigned functions; assist as needed in the formulation and development of fiscal and other policies, procedures and programs.

Communicate with District personnel, State and County offices, insurance company representatives and others to resolve payroll/benefits issues in a courteous manner; compose, distribute and respond to a variety of correspondence; maintain and update payroll and benefits information posted on the department webpage.

Maintain and keep staff current concerning knowledge of District policies, bargaining agreements, and



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read a variety of materials and computer screen for extended periods of time.

Sitting, standing or walking for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

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