

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: October 20, 2004
Salary Schedule: 262; Row 9

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: PAYROLL/BENEFITS/ POSITION CONTROL TECHNICIAN II

JOB PURPOSE STATEMENT: Under the direction of the administration in Business Services, performs complex payroll/benefits/ position control and related functions, and other accounting functions as assigned.

JOB FUNCTIONS:

- Reconciles benefit enrollment forms and billings to employee records (e.g., health, dental, vision, etc.) to ensure accurate coverage of employees and payment to providers and comply with contract provisions
- Maintains various benefit information to provide an up-to-date reference and audit trail for compliance
- Provides information to management on matters of certificated and classified negotiations related to benefits
- Responsible for verifying insurance eligibility, resolving insurance problems, conveying information, processing claims, etc.
- Responsible for reconciling all FTEs to positions in the Galaxy system.
- Assists in organizing, processing, maintaining, and monitoring various payroll information (e.g., pay rates, attendance, vacation, leaves, comp time, seniority, deductions, work location, etc.) to ensure accurate distribution of payroll and to provide an up-to-date reference and audit trail for compliance
- Assists in distributing payroll and related payroll information (e.g. time sheets, withholding information, etc.)
- Assists in ensuring accuracy and compliance of preliminary reports/time sheets, spreadsheets, program and funds distribution, etc.
- Assists in providing County, State and District personnel with requested information necessary to provide timely and accurate payment of employees

JOB TITLE: PAYROLL/BENEFITS/ POSITION CONTROL TECHNICIAN II

Page 2

JOB FUNCTIONS – continued

- Participates in informational activities (e.g., employee fairs, meetings, workshops, health fairs and new employee orientation) to receive and/or provide information regarding benefits and enrollment procedures
- Performs advanced arithmetical calculations with speed and accuracy
- Performs ten key by touch
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Demonstrates organizational skills
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB TITLE: PAYROLL/BENEFITS/ POSITION CONTROL TECHNICIAN II

Page 3

JOB QUALIFICATIONS:

Education:

- Graduation from high school or equivalent
- Successful completion of advanced course work in the principles of accounting desirable

Experience:

- One year of experience in payroll and accounting

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Confidential Position