



Job Title: Payroll & Benefits Technician

Classified Salary Range: 17

FLSA: Non-Exempt Classified

Purpose:

Provides specialized support to both the Human Resources and Business Services departments, including data collection & entry, maintenance of employee data as it relates to payroll, benefits, and support for all related systems.

Essential Duties and Responsibilities:

- Exercises independent judgment to manage daily operations of the crossover functions of the human resources and business services departments in a manner consistent with administrative direction, district policies, procedures, and district goals.
 - Maintains employee payroll and benefits data in the appropriate platforms to ensure accurate payroll and benefits processing.
 - Receives, triages, and responds to requests from staff in relation to payroll and benefits processing.
 - Prepares and processes data from the human resource management system (HRMS), leave and timecard systems for payroll preparation.
 - Prepares and processes data from the benefits enrollment systems for payroll preparation.
 - Assists personnel, beneficiaries, and/or insurance providers for the purpose of verifying eligibility, conveying information, and processing claims.
 - Develops and distributes benefit information to employees (e.g., open enrollment packets, new/change forms, etc.).
 - Establishes and maintains effective communication between the human resources and business services departments to ensure coordinated action, efficiency, and high morale.
 - Assists with the integration, training of technology, support, and communication to end users of the HRMS and timecard systems.
 - Maintains confidential files of individual employees and former employees.
 - Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
 - Provides other related services as assigned.
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General Performance Requirements:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.

- Observe laws, district policies and procedures, and professional standards for the position.
 - Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
 - Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
 - Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
 - Respect confidential information and the privacy of students, staff, and parents.
 - Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
 - Develop job skills necessary to meet changes in the position.
 - Maintain personal appearance and hygiene appropriate to the position as defined by the district.
 - Meet applicable district physical ability/health and safety guidelines for the position.
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Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Holds at a minimum an Associate's degree (AA) from a two-year college or technical school or equivalent combination of education and experience necessary to perform the job functions.
- Demonstrated competency and experience in using complex spreadsheets and computerized financial systems, and other computer program applications.
- Knowledge of and ability to apply laws, regulations, rules, policies, collective bargaining agreements and related documents.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact effectively and collaboratively with individuals and groups of all ages, which requires use of conflict resolution skills.
- Ability to facilitate group activities/meetings.
- Ability to independently plan, organize, and carry out work assignments, and to plan and direct the work of assigned staff or students.
- Ability to use initiative and sound independent judgment within scope of responsibility.
- Ability to maintain confidentiality and exercise discretion and judgment in dealing with sensitive or confidential information.
- Ability to effectively perform multiple, simultaneous tasks with numerous interruptions.
- Ability to travel among district facilities as needed; if driving, the ability to meet

- district driving standards for the position.
 - Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time.

The employee regularly must lift, move, and/or carry up to 25 pounds and frequently lift and/or move up to 40 pounds.

Work Environment:

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

- The noise level in the work environment is usually moderate to occasionally high.
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NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature:_____

Date:_____

Payroll & Benefits Technician

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature