



Technician I, Total Rewards

Reports to: Director, Total Rewards

Division: Human Resources

Structure/Grade: Unified 115

Workdays: 246 Days

Position Summary

Provides administrative and technical support to the Total Rewards Department, including Retirement, Insurance, and Compensation department. This position is responsible for processing employee tax forms, updating personal information, assisting with benefits-related tasks, and providing support to departmental operations. The Technician also assists the Director with meeting preparation, agenda management, and document creation as needed.

Essential Job Duties

- Process and verify employee federal and state tax forms (W-4/G-4) and ensure accurate entry into HRIS and payroll systems.
- Maintain and update employee personal information in HRIS with accuracy and confidentiality.
- Provide support to the Retirement, Insurance, and Compensation teams with benefit enrollments, inquiries, and documentation.
- Assist with payroll processing tasks related to employee withholding allowances and deductions.
- Track, monitor, and provide support on departmental projects to ensure timely completion and compliance.
- Maintain the Director's meeting agenda, schedule, and related documentation.
- Prepare, edit, and distribute correspondence, reports, and presentations for the Total Rewards Department.
- Assist in data collection, analysis, and reporting to support departmental decision-making.
- Research and resolve employee inquiries regarding benefits, compensation, or payroll, escalating complex issues as appropriate.
- Maintain organized filing systems and ensure records are up to date and compliant with district and legal requirements.
- Participate in special initiatives and cross-functional projects as assigned.
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred.
- One (1) to three (3) years of administrative, clerical, or HR support experience preferred.

Knowledge, Skills, and Abilities

- Experience in benefits, payroll, or human resources a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Strong organizational skills with attention to detail and accuracy.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Strong communication and interpersonal skills; ability to work effectively with employees, supervisors, and external partners.



Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 9/3/2025