

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR II - PAYROLL AND BENEFITS**

#### **BASIC FUNCTION:**

Under the direction of the Chief Financial Officer, plan, organize, control and direct the payroll and benefits functions of the District; assure compliance with laws, codes, regulations and standards related to payroll and benefit processing; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize, control and direct the payroll and benefits functions of the District; ensure timely preparation, processing, and approval of payroll and benefits functions; assure confidential, quality customer service is provided by staff assisting employees and District retirees with payroll and benefit matters and supporting school and department personnel.

Assure compliance with laws, codes, regulations and standards related to payroll and benefit processing; interpret and develop new procedures as needed to comply with the California Education Code, multiple bargaining unit agreements, District policies, California Public Employees Retirement System (CalPERS), California State Teachers Retirement System (CalSTRS), and federal and State payroll regulations.

Direct the efficient use of departmental resources, monitoring staffing and supplies expenditures; evaluate processes and conduct on-going needs assessments; develop and implement new procedures, best practices, automation, computer software programs and other improvements to enhance the efficiencies and capabilities of the department.

Supervise, train, and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or facilitate professional growth opportunities.

Serve as liaison between employees, retirement systems, and County, State and District offices to resolve or communicate complex payroll and benefit issues.

Develop and conduct effective in-service workshops and other communication strategies related to payroll and benefits matters for new, existing and retired employees; communicate and collaborate with administrators, personnel, school sites and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Coordinate with insurance company representatives and District insurance brokers to resolve benefit issues.

Provide technical expertise, information and assistance to the Chief Financial Officer regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Perform and report on special research studies and analyses related to payroll and benefits; prepare and maintain a variety of reports, records and files related to assigned activities and personnel; collect, analyze and interpret financial data.

Participate in budget development for District benefit costs and department costs.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

Participate in salary surveys as requested.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization and direction of the payroll and benefits function of the District.

Principles and techniques involved in payroll preparation, monitoring and control.

Payroll filing, record-keeping and report preparation techniques.

District payroll policies and procedures.

Generally Accepted Accounting Principles.

Tax withholding, voluntary deductions, garnishments and fringe benefits.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

**ABILITY TO:**

Plan, organize and direct the payroll and benefits functions of the District.

Assure compliance with laws, codes, regulations and standards related to payroll and benefit processing.

Train and supervise the performance of assigned personnel.

Perform mathematical calculations quickly and accurately.

Research, compile, analyze, interpret and prepare a variety of payroll-related reports.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Maintain confidentiality of sensitive and privileged information.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Direct the maintenance of reports and files.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in accounting, finance, statistics or related field and five years increasingly responsible experience in payroll, benefits, budget and/or accounting administration. Additional responsible experience in a school district payroll and benefits department may be substituted for educational requirement.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**BOARD APPROVED:** August 5, 2025