

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Employee Benefits Technician **CLASSIFICATION:** Classified Non-

ABILITY TO:

Perform the basic function of the position.

Provide information and assure compliance of individual and collective payroll and benefits.

Prepare and process payrolls and benefits deductions and payments.

Operate a computer, related software, and standard office equipment.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Work confidentially with discretion.

Meet schedules and time lines.

Perform computational tasks with speed and accuracy.

Complete work with many interruptions.

Maintain records and prepare reports.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Lift light objects according to safety regulations.

Communicate effectively, both orally and in writing.

Utilize customer service techniques.

Establish and maintain cooperative and effective working relationships with others.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.