Payroll and Benefits Manager

Date Adopted: May 22, 2006

CLASS SPECIFICATION
Payroll and Benefits Manager

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under direction, plans, organizes and manages the work of employees engaged in administering District payroll and benefits programs; supervises and performs complex professional administrative and accounting work in the compilation and maintenance of records and reports involving assigned fiscal activities of the District; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Payroll and Benefits Manager is responsible for planning, organizing, controlling, directing and evaluating the operations of the District payroll and benefits sections. The incumbent supervises and performs complex professional administrative and accounting activities to assure administration of District payroll and benefits programs in accordance with District policies, provisions of Memoranda of Understanding (MOU) and all applicable legal and regulatory requirements. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

Payroll and Benefits Manager is distinguished from Accounting Supervisor by the incumbent's responsibility for development and administration of the District's benefit programs and activities, requiring a broad understanding of benefit plan provisions, administrative methods and procedures and legal requirements, including requirements for compliance with the Health Insurance Portability and Accountability Act (HIPAA).

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Payroll and Benefits sections of the Fiscal Operations Department; plans, develops, publishes and maintains schedules, policies and procedures to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against annual departmental budget.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards
to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Manages and reviews the work of employees engaged in the preparation and disbursement of District payroll warrants; reviews, audits and authorizes payments; approves District payroll registers; ensures that appropriate fiscal control procedures and methods are in place and operational; establishes payroll schedules and calendars to meet requirements of the Education Code, MOU provisions, County retirement reporting deadlines, direct deposit timelines, processing requirements and timelines for normal and holiday calendars.

5. Develops steps, procedures and necessary fiscal documents for payroll/benefits; writes, maintains and updates Payroll Procedures and Time and Attendance manual; prepares and coordinates proper notification materials of benefit plan modifications and premium changes and prepares and conducts District training and workshops involving employee benefits.

6. Develops, updates and manages the District benefit program, including various insurances plans, COBRA, retirement, voluntary deductions, deferred compensation and other benefits; coordinates and maintains all program components including enrollments, orientation, open enrollment brochures and benefit summaries; oversees monthly preparation of invoices and audit reports and daily operations and inquiries from District employees, dependents, retirees and carriers; ensures compliance with COBRA and HIPAA laws.

7. Serves as District representative on various committees involving employee benefits, including the District’s Heath & Welfare Committee, to improve communications and interaction regarding the District’s benefits program to bargaining units and management; reviews alternatives for cost containment and makes recommendations to various employee groups.

8. Ensures accurate and timely reporting of District payroll taxes and employee W-2s; creates invoices and initiates payment of School Fund UI and LEC charges for unemployment; analyzes and resolves problems with the IRS, Social Security and Employment Development Department, as necessary.

9. Provides direction and oversight in reviewing, interpreting implementing payroll- and benefits-related provisions of negotiated labor contracts in a timely manner; provides technical advice to District administrators concerning payroll administration, retirement and applicable provisions of MOUs; provides interpretation of current usage and impact of negotiated changes; provides information on system capabilities and constraints.

**OTHER DUTIES**

1. Serves as “owner/leader” of the Payroll and Benefits component of the District’s enterprise financial system; meets with directors and vice presidents to communicate, integrate and help define applicable
business practices; evaluates system capabilities and response to functional requirements; develops production and operational improvements to ensure compliance with federal and state laws, IRS and EDD compliance standards, and District Policies and procedures; establishes and maintains internal system code tables; establishes and monitors TARS (Time and Attendance) system security; coordinates with other functional areas and modules to evaluate transfer of integrated data.

2. Coordinates and monitors issuance of District employee and retiree Staff Parking permits.

3. Assists in the budgeting and monitoring of salary and benefit costs.

4. Performs high-level, specialized and complex special projects and studies as assigned; prepares reports and correspondence associated with such projects and studies; makes presentations to District’s management staff, its committees and other agencies and organizations.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of benefit program design and administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan record keeping.

2. Federal, state and local laws, regulations and court decisions governing payroll and the administration of pre- and post-tax benefit plans and maintenance of plan/employee records.

3. Standard employee benefit plan contract and coverage provisions and requirements.

4. Financial computer tools and software, particularly as related to statistical analysis, spreadsheets and data management and manipulation.

5. Operations and functionalities of the District's enterprise financial system as they apply to administration of payroll and benefits.

6. Principles and practices of sound business communication.

7. Principles and practices of effective management and supervision.

8. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, supervise, train and evaluate the work of employees engaged in administering the District's payroll and benefits programs.

2. Understand, analyze, interpret, explain and apply District procedures and policies, MOU provisions and technical provisions of benefits plan contracts and eligibility/claims provisions to diverse individuals and audiences.

3. Collect, evaluate and interpret data, either in statistical or narrative form.
4. Evaluate payroll and benefit systems, procedures and controls, evaluate issues and alternatives and develop improvements and appropriate courses of action.

5. Define issues, analyze problems and develop sound, independent conclusions and recommendations in accordance with laws, regulations rules and policies.

6. Perform complicated mathematical calculations and analyses and prepare clear, concise and comprehensive financial statements, reports, studies and other written materials.

7. Communicate effectively both orally and in writing.

8. Present proposals and recommendations clearly, logically and persuasively.

9. Prepare clear, concise and comprehensive correspondence, reports and other written materials.

10. Exercise sound, expert independent judgment within general policy guidelines.

11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

12. Establish and maintain effective working relationships with all levels of District management, administrators, faculty, staff, benefits carriers, representatives of other governmental organizations, consultants and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field and at least five years of progressively responsible experience in the administration of payroll and benefits programs, preferably in an academic setting or governmental agency; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.
Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, administrators, faculty, staff, benefits carriers, representatives of other governmental organizations, consultants and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee works under typical office conditions, and the noise level is usually quiet.