

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Payroll/Benefits Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Payroll/Benefits	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	030 Management
REVISED:	April 22, 2003		

BASIC FUNCTION:

Plan, organize, control, and manage the payroll, benefits, and fiscal control functions; supervise and evaluate the performance of assigned staff; provide technical expertise, information, and assistance to the supervisor in all matters related to assigned areas.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, and manage the payroll, employee benefits, and fiscal control functions for all classified and certificated employees. **E**

Manage employee benefits programs, including retirement, group medical, dental, vision, life insurance, long-term disability insurance, Section 125 cafeteria benefits and other employee benefit programs as assigned. **E**

Develop manual and electronic systems necessary to ensure the proper and efficient management of assets dedicated to assigned programs; troubleshoot daily technical systems problems. **E**

Oversee the district's overpayment recovery program. **E**

Develop and oversee work calendars for atypical assignments of classified and certificated employees. **E**

Organize and lead in-service training and communication programs for employee benefits, payroll and district timekeeping staff. **E**

Control and maintain all records and documentation related to the administration of the district's payroll, employee benefits, and fiscal control programs; prepare and maintain a variety of reports and statistical analyses in assigned areas. **E**

Develop and coordinate all payroll schedules and support functions associated with the accurate and efficient processing of payrolls (e.g., W-4 forms, W-2 forms, etc.); audit all payrolls and manage employment taxes. **E**

Determine premiums to be paid to group insurance plan providers; determine employee eligibility for the district's group insurance plans; provide eligibility information to plan administrators; audit benefits program claims experience and premium payments. **E**

Negotiate contracts and rates for insurance carriers, contracts, and fees paid to third-party administrators and/or consultants for the district's self-funded dental insurance plan; liaison with collective bargaining unit representatives to develop, coordinate, and implement modifications to employee benefit plans. **E**

Plan, organize, and implement long- and short-term programs and activities designed to develop assigned programs and services; develop, implement, and advise departmental staff, employees, and collective bargaining unit representatives regarding policies and procedures in assigned areas. **E**

Develop and prepare the annual preliminary budget for all assigned areas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Interview and select employees; train and evaluate the performance of assigned staff; recommend transfers, reassignments, terminations and disciplinary actions for all assigned staff. **E**

Review existing and proposed legislation affecting employee benefits, payroll, and fiscal control functions and make recommendations regarding the district's position and required actions; ensure ongoing compliance with all relevant legislation affecting the assigned areas of responsibility. **E**

Ensure consistent administration of health plans to safeguard assets and protect the district from unnecessary liability; appear in court on behalf of the district as necessary in response to legal claims. **E**

Manage district cashier functions, including receipt of funds, issue of receipts, and preparation of bank and County deposits; maintain cashier database, computerized ledgers, and journals and prepare cash transaction/deposit analysis reports. **E**

Exercise fiduciary responsibility for the district's self-funded plans and trust funds; provide direction to consultants and third-party administrators for all self-funded plans. **E**

Act as the District's Privacy Officer in compliance with the provisions of the federal Health Insurance Portability and Accountability Act of 1996. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in Business Administration, Public Administration, Accounting, Human Resources or related field, and three years of recent, progressively responsible experience in a related field. In-depth knowledge of payroll, employee benefits, human resources or accounting, as well as direct experience in a supervisory capacity is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Payroll and employee benefits programs design and maintenance.

Modern theories, techniques, and methodologies of human resources management, employee benefits and payroll.

District benefits and payroll policies, rules, regulations, practices, and collective bargaining agreements.

Principles and techniques of developing operational and service systems, policies and procedures.

Budget preparation and control.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies and procedures.
Application and use of computers, assigned software, and electronic data processing methods.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Plan, organize, and administer the payroll and employee benefits functions for the district.
Provide leadership and direction in all assigned areas.
Perceive financial and administrative implications of decisions and recommendations.
Select, train, supervise, and evaluate the work of assigned staff.
Research, analyze, and recommend action resulting from new or existing legislation in assigned areas.
Analyze situations effectively and adopt an appropriate course of action.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Prepare technical reports, correspondence, statistical analyses, and financial statements.
Establish and maintain effective working relationships with others.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Effectively plan, coordinate, and completed assigned tasks and projects within established parameters and timeframes.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.26.04—PeopleSoft
Job Code 1625
BD