

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Payroll/Benefits	REPORTS TO:	Chief Financial Officer
DEPARTMENTS:	Payroll/Employee Benefits	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	037
ISSUED:	June 25, 2013		

BASIC FUNCTION:

Plan, organize, control, and direct the payroll and employee benefit operations of the district in such a way as to ensure efficient and effective operations and to protect district financial health through accurate and compliant administration.

REPRESENTATIVE DUTIES:

Plan, organize, control, and direct a variety of programs, projects, and activities related to the payroll and employee benefit functions of the district. *E*

Implement processes and procedures for the payroll and employee benefit operations that reflect industry best practices and take maximum advantage of state of the art technology. *E*

Provide technical expertise regarding assigned functions. *E*

Plan, develop, and recommend policies and procedures and design business processes within assigned functions. *E*

Direct the oversight of and upgrades to payroll, time and attendance, and employee benefits technology components. *E*

Develop and implement short- and long-term plans for all assigned areas. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files. *E*

Negotiate with brokers, carriers, and/or third party administrators in the administration of employee benefits. *E*

Provide technical expertise, information and assistance to the Chief Financial Officer regarding assigned functions; assist in the formulation, development, and implementation of district policies, procedures, and programs; advise the Chief Financial Officer of unusual trends or problems and recommend appropriate corrective action. *E*

Establish and maintain high standards for customer service. *E*

Participate in negotiations planning and represent district in collective bargaining; meet with collective bargaining representatives to resolve issues pertaining to pay and employee benefits. *E*

Train and evaluate the performance of assigned staff; develop work schedules; interview and select employees and recommend transfers, reassignments, termination, and disciplinary actions. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in business administration or related field and five years of progressively responsible experience in one or more of the following areas: payroll administration, accounting, employee benefits administration and/or public service administration with employers of significant size and complexity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of payroll and employee benefits operations in a complex, multi-million dollar organization.
Sophisticated information technology systems, applications, and operations.
Business principles and processes for a multi-functional, multi-million dollar organization.
Budget preparation and control.
Oral and written communications skills.
Principles and practices of effective management.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Provide leadership and direction in assigned functions.
Plan, organize, and administer payroll and employee benefit operations for a multi-million dollar organization.
Initiate concepts for action, analyze problems, and make decisions.
Maintain current knowledge of applicable provisions of applicable federal and state laws, rules and regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Develop and execute strategic plans for a large organization.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Train and evaluate the performance of assigned staff.
Interpret, apply and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.