

## **PAYROLL AND BENEFITS MANAGER**

### **DEFINITION**

Under the direction of the Assistant Superintendent of Business Services, systematically organize, coordinate, supervise and participate in the implementation of the District benefits and payroll programs, such as health and welfare benefits, Affordable Care Act reporting and monitoring; retirement planning; evaluate, control and resolve all program discrepancies to ensure compliance with state and federal laws and requirements; train and supervise staff to effectively implement all assigned program and to provide efficient and effective service for the District and employees. This is a Classified management position with a yearly salary range of \$85,629. to \$109,284. This position is Overtime exempt.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

1. Systematically organize, coordinate, supervise and participate in the timely preparation and distribution of District payroll;
2. Organize and monitor payroll activities providing direction and expertise in all payroll related processes and procedures.
3. Monitor and supervise maintenance and accuracy of payroll records and files;
4. Ensure the preparation, calculation, maintenance or distribution of payroll is timely, accurate and complete;
5. Set up and maintain appropriate data storage, retrieval, destruction systems for management of risk related information.
6. Monitor and supervise all Affordable Care Act tracking, reporting and enrollment with regard to medical benefit eligibility.
7. Work with Human Resources to maintain system data and tables;
8. Serve as HR Coordinator with LACOE;
9. Evaluate payroll systems and procedures;
10. Interact with County Office personnel to revise, improve or assist with District payroll and procedures.
11. Verify, calculate and analyze specialized payroll services, reports and analysis and generation of pay warrants not limited to workers compensation, payroll adjustments, corrections, discrepancies, vacation and sick leave balances, payroll retroactivities or mandatory and voluntary deductions.
12. Compile, prepare, complete, and present a variety of reports associated with payroll including benefit/gross to net calculations, quarterly monthly and annual tax calculation and reconciliation and with information related to
13. Process and disseminate documentation for retired and transitional employees, court order adjustments or subpoena of payroll records.
14. Manage group benefit plans for medical, dental, vision, life and various voluntary plans. Develop, plan and implement annual benefit fairs including annual workshops for retirement planning with CalPERS/CalSTRS and third party deferred compensation providers.
15. Prepare mandated wage and tax reports (Form 941, Form 941x, DE9, W2c, State Controller, etc.)
16. Supervise, train and provide work direction, guidance, and assignments to assigned personnel, including selection, training, distributing/prioritizing/reviewing work, preparing/administering evaluations, counseling, and discipline.
17. Prepare formal notices, communications, correspondences, and oral and written presentations regarding all assigned work functions.

18. Perform related duties as assigned.

### **KNOWLEDGE OF**

1. Principles, practices, methods and terminology used in school district administration.
2. Current laws, guidelines, codes, regulations and rules related to payroll and employee benefits. School district preferred.
3. District organization, operations, policies, procedures, and objectives.
4. Techniques, tools, practices, and analysis methodology used in the development and coordination of projects.
5. Recording-keeping and report preparation techniques.
6. Principles of and accurate processes for payroll preparation and processing, tax calculation, deductions, and all employment benefits.
7. Principles and practice of employee management, evaluation, and training.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's degree in business administration or a related field and three years of experience in payroll/finance/risk/benefits management within a public school district environment.

### **LICENSES AND OTHER REQUIREMENTS**

Valid Class C Driver's license & availability of private transportation.

### **WORKING CONDITIONS**

#### **Environment**

Office environment; subject to constant interruptions.

#### **Physical Demands**

Moderate lifting and carrying of objects weighing up to 25 pounds; dexterity of hands and fingers to operate standard office equipment; reaching overhead, above the shoulders and horizontally to reach shelves; bending at the waist to retrieve files; hearing and speaking to exchange information; seeing to read and transcribe correspondence; sitting and using computer workstation, including keyboard and monitor, for extended periods of time.

#### **Hazards**

Minimal hazards associated with an office environment.

### **PRE-EMPLOYMENT REQUIREMENTS**

Upon recommendation of employment, prospective employees will be required to provide a current verification of a negative TB test and have fingerprints taken and cleared by the Department of Justice.

#### **Classified Management**

**Yearly Salary Range:** \$85,629. - \$109,284

Initially Approved: (6/19/18) Revised: (6/27/18)