



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF PAYROLL SERVICES AND BENEFITS

NATURE OF THE POSITION

Under the supervision of the Assistant Superintendent/Vice President of Human Resources, the Director of Payroll Services and Benefits directs and administers the various components of payroll services, employee benefits, leaves, and retirement processing; oversees the District's workers compensation; directs and manages related reports and record keeping; ensures programs and activities comply with established laws, codes, regulations, policies, and procedures. Serves as the administrative lead, resource, and liaison for assigned programs; provides highly responsible and complex administrative support to the Assistant Superintendent/Vice President of Human Resources. The Director of Payroll Services and Benefits coordinates assigned activities with other departments and outside agencies; provides information and assistance in promoting a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees.

DUTIES AND RESPONSIBILITIES

1. Leads, directs, and manages the operations and administration of the district's payroll services, and employee benefit programs including medical, dental, vision, disability, and life insurance, employee assistance program, Tax-Sheltered Annuity (TSA) program, employee leaves, and retirement; ensures programs and activities comply with applicable laws, codes, rules, regulations, policies, and procedures and strict deadlines are met.
2. Provides support to District with implementation of mandated compliance programs; reviews liability, workers compensation, and student accident reports to determine the existence of unsafe conditions or practices and supervise corrections as needed.
3. Provides leadership, trains, supervises, and evaluates the performance of assigned personnel; works with employees to correct deficiencies; assigns duties and reviews work to ensure compliance with established standards, requirements, and procedures; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and termination.
4. Communicates with vendors, consultants, personnel, retirees, and outside organizations to define needs, evaluate operations, coordinate activities, services, and programs, resolve issues and conflicts, and exchange information; makes recommendations for plan modifications, alternate providers, and benefit structure; counsels management in leave provisions and other personnel matters in areas of responsibility.
5. Monitors and accurately interprets, explains, implements, and articulates compliance with all District, State, and Federal standards, requirements, laws, codes, rules, regulations, and policies; provides updates and recommendations for changes in policy and procedure as needed to reflect current laws and practices.

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6. Organizes and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files including but not limited to voluntary deductions, Affordable Care Act reporting, W-2's, TSA records, payroll registers, employee status reports, health and welfare enrollment, dependent information, CalSTRS/CalPERS retirement, section 125 plans, subpoenas, public records request, MIS, and employment verifications.
7. Participates in the development of strategic plans and initiatives; develops and implements work programs, processes, procedures, and policies required to achieve strategic initiatives and overall departmental results in alignment with district objectives and priorities.
8. Serves as payroll liaison with Riverside County Office of Education (RCOE); directs maintains and operations of RCOE payroll system; oversees all payroll documents and distribution of paychecks and W-2s; reviews and verifies payroll data and adjustments, such as overtime, salary advancements, annual step increases, CTLCs, and MOUs; collaborates with Fiscal Services to ensure accurate coding, estimating, and reporting or payroll; assigns appropriate retirement code to employees.
9. Serves as technical expert regarding payroll, health and welfare, and workers compensation issues; compiles statistical information on insurance rates and benefits costs; provides information and assistance in the collective bargaining process; analyzes and recommends improvements to benefit plans and negotiated contract items.
10. Audit hours for substitute, part time faculty, temporary and regular employees; monitor retiree wages to assure earnings or hours limitations are not exceeded; monitor employee hours and compensation for retirement system eligibility as appropriate.
11. Coordinates health and welfare, TSA, and voluntary deduction programs; maintains database of program participants; submits all changes to required systems; reconciles invoices, audits billing records, and processes payment for all vendors.
12. Provides assistance to independent auditors during District audits; directs the submission of requested documentation, information, and backup materials for review for assigned areas.
13. Directs employee benefit enrollments and terminations; determines benefit eligibility and effective dates; explains benefit plans and enrollment process; reviews, processes, and audits enrollment and change forms; provides appropriate follow up communication to all parties.
14. Oversees District open enrollment period; provides COBRA information and distributes eligibility requirements; advises representatives or beneficiaries of deceased active or retired employees regarding claim forms and release of final warrant.
15. Manages retiree enrollment in accordance with provisions of correct union contracts; provides information regarding continued coverage, annual expenses, and Medicare supplemental plans; tracks and processes monthly retiree payments.
16. Oversees the District's compliance with employee health and safety protocols related to communicable diseases, such as Tuberculosis, and in response to any other emergency health orders.
17. Develops and monitors budgets and allocates resources within budget constraints to maximize budgeted resources; analyzes and reviews budgetary and financial data.
18. Directs the processing of unemployment insurance claims and determines validity of claims and implements appropriate resolution; reviews and processes requests and inquiries from the Employment Department, including DE34's for new hires, unemployment requests, and SDI payment.

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19. Serves as liaison between District and Third—Party Administrators for TSA’s, Health & Welfare, SDI, Workers Compensation, Property and liability; maintains direct contact with insurance carriers for rate renewals; organizes, attends, or chairs a variety of meetings as required.
20. Coordinates Affordable Care Act (ACA) reporting process for District; works with third-party administrator to ensure compliance with ACA guidelines; maintains records to ensure that eligible employees are offered appropriate health plan options.
21. Initiates and disseminates communications to employees explaining plans and benefits; facilitates and make arrangements for presentations and workshops; maintains Health and Benefits webpage; presents benefits orientation training for new employees; plans annual health fair.
22. Provides oversight for the administration of employee leaves of absence programs; oversees the maintenance of databases including FMLA and family illness database; reviews eligibility and processes FMLA requests; maintains contact with employees on leave to monitor progress and return to work dates.
23. Directs activities of Districts Workers Compensation program; assesses District practices and recommends loss control strategies; reviews incident reports, claims submission, investigation, and maintenance of required District reports; provides oversight and representation on claims adjusted through third party administrators.
24. Researches, compiles, and provides information regarding insurance and related plans, policies, and procedures; recommends and implements methods to eliminate, reduce, transfer or retain potential loss; investigates claims and provide evaluation reports.
25. Independently manages specialized functions or projects as assigned; makes decisions in accordance with State and federal laws and regulations, policies, and procedures, and applies them to problem situations.
26. Assists and promotes the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities; supports, implements, and promotes compliance with the District’s Equal Employment Opportunity (EEO) Plan in all aspects of employment and educations.
27. Works closely with the Executive Director of Employee Relations, Professional Development, and Diversity to promote innovation and collaboration between Payroll and Human Resources functions.
28. Operates a variety of office equipment including a computer and assigned software; types and inputs data accurately; oversees automated record-keeping and reporting functions related to assigned programs and functions; learns and applies emerging technologies.
29. Maintains association with relevant professional organizations and activities and awareness; attends conferences, trainings, and workshops related to assigned area; participates in District committees and commitment to shared governance.
30. Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase the diversity, equity, and promotes a culture of inclusiveness, respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
31. Performs other duties as assigned.

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KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Operations, policies, and objectives relating to payroll, employee benefits, and workers compensation.
2. Technical methods, practices, terminology and procedures used in payroll and benefits administration.
3. Health, dental, vision, life, employee assistance, and disability plans.
4. Applicable laws, codes, regulations, policies and procedures.
5. Applicable sections of the California Education code.
6. IRS rules and regulations.
7. Union contracts and collective bargaining agreements.
8. Principles and practices of administration, supervision and training.
9. Data control procedures and data entry operations.
10. Affordable Care Act principles and reporting mandates.
11. CalPERS and CalSTRS policies and practices.
12. Practices and procedures involved in workers compensation claims.
13. Oral and written communication skills.
14. Interpersonal skills using tact, patience and courtesy.
15. Correct English usage, grammar, spelling, punctuation and vocabulary.
16. Modern office practices, procedures and equipment.
17. Operation of a computer and assigned software.
18. Basic public relations techniques.
19. Accounting and mathematical principles and practices.

ABILITY TO:

1. Manage, direct, and provide effective leadership for assigned areas of responsibility.
2. Serve as technical expert to personnel regarding employee benefits, payroll, and workers compensation claims.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Reconcile health insurance billings with organizational data and records.
5. Train, supervise and evaluate the performance of designated personnel.
6. Maintain confidentiality of sensitive and privileged information.
7. Ensure District legal compliance.
8. Maintain manual and automated employee records and files.
9. Process, screen and evaluate a variety of forms and applications.
10. Establish and maintain cooperative and effective working relationships with others.
11. Prepare comprehensive narrative and statistical reports.
12. Direct the maintenance of a variety of reports, records and files related to assigned activities.
13. Communicate effectively both orally and in writing.
14. Analyze situations accurately and adopt an effective course of action.
15. Work independently with little direction.
16. Complete assignments within specified deadlines accurately and efficiently.
17. Develop and implement programs and services to meet District's goals and objectives.

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18. Make arithmetic computations with speed and accuracy.

MINIMUM QUALIFICATIONS

1. Any combination equivalent to a Bachelor's degree from an accredited college or university and Three (3) years of increasingly responsible related experience in accounting, benefits administration, or payroll services.
2. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Hold and maintain a valid driver's license.

PREFERRED QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. Experience in the California Community College system.
3. Knowledge of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal law and regulations and other legal parameters that affect the policies and practices of the student success and assessment operations of the District.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Classified/Management position.
2. Row 7 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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