



PALO VERDE COMMUNITY COLLEGE DISTRICT

MANAGER OF PAYROLL & BENEFITS

NATURE OF THE POSITION

Under the supervision of the Associate Vice President of Human Resources, plan, organize and direct the operations and activities of District payroll and employee benefit services, functions and programs; establish and maintain timelines and priorities; ensure program and function activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures; coordinate and direct designated office, personnel, administrative support and other related technical and clerical functions and activities to ensure smooth and efficient department operations; perform a variety of human resources support functions; train, supervise and evaluate the performance of designated technical and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

1. Plan, organize and direct the operations and activities of District payroll and employee benefit services, functions and programs; establish and maintain time lines and priorities; ensure program and function activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.
2. Coordinate and direct designated office, personnel, administrative support, fiscal and other related technical, professional and clerical functions and activities to ensure smooth and efficient department operations.
3. Train, supervise and evaluate the performance of designated professional, technical and clerical personnel as assigned; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures.
4. Provide consultation to administrators, personnel, outside agencies and retirees concerning assigned activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, practices, laws, codes, ordinances, regulations, standards, requirements, policies and procedures.
5. Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned departmental activities; modify programs, functions and procedures to ensure compliance with local, State and federal requirements as necessary.
6. Direct the preparation and maintenance of a variety of narrative and statistical records, reports and files related to assigned duties; oversee the processing of forms and applications.
7. Collaborate with other administrators, personnel and outside agencies in the development and implementation of department projects, goals, objectives, services and activities.

8. Receive, review and verify payroll documents and data for all employees including eligibility and release of payroll warrants and various payroll documents; distribute paychecks and W2's.
9. Prepare and coordinate the preparation of information and data requested for administrative review including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings and a variety of other operational details.
10. Prepare any adjustments to payroll in a timely manner such as overtime, salary changes and CTLC's.
11. Maintain District, Brokers and County Health & Welfare employee database and Welfare mapping system between the District, County and all vendors systems.
12. Process monthly billing statements for employee Health & Welfare benefits.
13. Update enrollment and terminations; update for changes in status including births, deaths, marriage, divorce and dependent student status; conduct employee's dependent audits.
14. Answer questions and resolve problems relating to employee Health and Welfare benefits; provide COBRA information and notifications; coordinate District benefits open enrollment period; review documents for accuracy and completeness.
15. Track and process monthly payments for retirees' medical and dental benefits and keeps retirees informed of their status.
16. Coordinate the voluntary deduction programs; provide information and distribute and collect forms from employees; prepare and maintain employee deduction files; submit employee changes to information systems; audit and verify employee changes against payroll registers; maintain Section 125 plan files and records deductions; reconcile carrier invoices to payroll deduction reports; prepare and submit invoices and send checks to vendors.
17. Coordinate the Tax-Sheltered Annuity (TSA) program; create and maintain TSA files, records and forms; answer questions regarding annuities from employees and vendors and resolve problems as needed; prepare employee voluntary deduction files and input into District systems.
18. Conduct audits and make changes as needed; post monthly TSA changes and reconcile vendor amounts against TSA payroll register; send checks to vendors.
19. Assist with budget planning, year-end closing and expenditure control procedures.
20. Process a variety of documents pertaining to payroll transactions, including payroll registers, voluntary deductions, employee status reports, insurance detail and a variety of other documentation.
21. Review and process requests and inquiries from the Employment Development Department, including DE34's for new hires, unemployment requests and SDI payments.
22. Serve as liaison between the District and Third-Party Administrators for TSA's, Health & Welfare, SDI, Worker's Comp, and Disability/Rehabilitation, Property and Liability and Risk Management.
23. Coordinate Affordable care Act mandated reporting; coordinate annual step increases.
24. Independently compose correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations and operational procedures.
25. Coordinate employee leave programs with FMLA and disability programs.
26. Plan, organize and coordinate the workers compensation program and serve as a liaison to the program claim administrator.

27. Investigate, monitor and audit industrial illness and injury situations and provide evaluative reports.
28. Perform a variety of human resources support functions such as assisting with onboarding of new hires and mandated personnel trainings.
29. Operate a variety of office equipment including a computer and assigned software; type and input data accurately; oversee automated record-keeping and reporting functions related to assigned programs and functions.
30. Attend and conduct a variety of meetings as assigned; attend and participate in various committees and in-services as directed; plan and conduct open enrollment fairs and special events.
31. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Operations, policies and objectives relating to payroll, human resources and employee benefit functions and activities.
2. Technical methods, practices, terminology and procedures used in personnel, payroll and benefits administration.
3. Employee benefit packages and insurance programs.
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. Common occupations and their requirements.
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. Arithmetic computations.

ABILITY TO:

1. Perform a variety of specialized and technical duties in support of human resource and employee benefit functions.
2. Serve as a technical resource to personnel regarding employee benefits and human resource functions.
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 technical and clerical personnel.
6. Maintain confidentiality of sensitive and privileged information.
7. Compile and verify data and prepare reports.
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. Meet schedules and time lines.
17. Make arithmetic computations with speed and accuracy.

MINIMUM QUALIFICATIONS

1. Associate's degree in a related field from an accredited college or university.
2. Two years increasingly responsible professional level experience in payroll/accounting.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university.
2. Four years of experience working in Payroll, Insurance or Human Resources Department.
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 payroll and health & welfare 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 a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Management position.
2. Row 3 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college 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.