

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF PAYROLL & BENEFITS SERVICES

BASIC FUNCTION:

Under the direction of the vice president of human resources, direct, plan, integrate, organize, manage, and evaluate the activities, services, and operations of the district payroll, employee benefits, retirement, and worker compensation programs; develop, enhance, and implement supplemental and innovative employee programs and processing methods to ensure employees are paid in an accurate and timely manner; ensure compliance with legal and regulatory requirements; direct and provide leadership in a variety of areas, including complex salary and benefits analysis, collaboration with administrators for position budgeting, negotiations, litigation, and statistical research; develop and provide district policy recommendations; develop and implement departmental policies; recommend for hire, direct, train, supervise, and evaluate staff.

REPRESENTATIVE DUTIES:

Direct, plan, integrate, organize, manage, and evaluate the broad activities, services, and operations of the district payroll and benefits unit, including the development and implementation of policies and procedures ensuring district employees are paid on an accurate, timely basis. *E*

Direct, plan, and provide the development, implementation, and maintenance of special projects, related payroll/HRIS/position budgeting, salary schedules, database work calendars; establish timelines, goals and objectives. Operate as the project leader for database systems implementations and updates; train and guide payroll & other departmental staff on such systems; coordinate communications, information systems, payroll system, and personnel information to assure smooth and efficient payroll & benefits activities; direct and provide proper and timely resolution of payroll and benefits discrepancies, issues and conflicts. *E*

Develop and direct the application of procedures for compliance specific to bargaining unit agreements, MOUs, and policies; interpret and implement provisions of newly negotiated labor contracts in a timely manner. *E*

Monitor and enforce the district's compliance with established and new requirements for internal controls, CCC Budget and Accounting Manual, retirement, tax, unemployment, and labor laws, codes, rules, regulations, policies, and procedures as it relates to county, federal and state regulations and guidelines governing all payroll benefits, retirement, leaves, and related activities. *E*

Recommend for hire, direct, train, supervise and evaluate assigned payroll and benefits personnel; provide leadership, technical direction and guidance; assign and prioritize work to optimize efficiency and effectiveness. *E*

Direct, provide, organize, review, and supervise the accurate compilation, calculation, and preparation of complex and technical salaried, hourly, student worker, and special payrolls;

Director, Payroll & Benefits Services

ensure proper processing of new hire payroll information, terminations, employee status changes, banking, employee benefits, payroll tax payments and tax reporting, retirements, employee leaves such as vacations, compensatory time, and sick leave. *E*

Direct, provide, organize, and supervise the preparation, organization and maintenance of a variety of complex, technical and confidential records, logs, files, payroll reports, statistical reports, tax returns, and other forms, including but not limited to W-4s, W-2s, retirements, fringe benefits, unemployment, enrollment materials; review reports and documents for accuracy, completeness and conformance to applicable rules and regulations. *E*

Direct and manage the Worker's Compensation program, provide compliance monitoring by ensuring proper documentation and regulations are followed, including distribution of information to employees and integration of financial data into payroll; meet stringent timelines for Cal/OSHA regulations pertaining to events and reporting; review and assist with investigation, safety issues, and settlements; monitor work status with supervisors; work in conjunction with administrators on the Return-to-Work program for cost containment; budget manager for the district's First Aid Program; liaison with worker's compensation insurance provider. *E*

Direct, develop, establish, and manage a comprehensive district fringe benefits program for employees and retirees; provide for orientations and materials for enrollment into a variety of insurance, salary reduction, and retirement plans; develop and coordinate the dissemination of materials for open enrollment, provide or conduct workshops for open enrollment and retirement, including mandatory IRC 125/457/403b workshops; coordinate and supervise accurate processing of selections for both retirement and benefits; direct and ensure information regarding significant choices is communicated in a timely manner; develop and enhance methods of benefits enrollments and processing by researching and implementing innovative technologies and methodologies. *E*

Direct the preparation, calculation, maintenance, and timely remittance of payments for employee and retiree benefits, district contributions, and employee payroll deductions; implement and direct the FTP transmittal of retirement financial data to financial institutions; provide resolutions to complex issues and direct the auditing and reconciliation of insurance company billings for accurate payments, and retiree and COBRA benefit payments; coordinate retiree data with the district's CBO for GASB compliance. *E*

Communicate and collaborate with district administrators and staff, union leadership, and outside organizations such as insurance carriers, brokers, trusts, school districts, financial institutions, and governmental agencies to exchange information and coordinate activities; provide and communicate current or new solutions to a variety of concerns or questions on procedures, pay, benefits, employee injuries, leaves, bargaining, retirement, independent contractors, employment and management issues, and other such activities. *E*

Provide leadership by serving as a member of a variety of organizations and committees, both district and external; support bargaining negotiations and litigation by providing technical recommendations, solutions, data analysis, and information; attend conferences,

Director, Payroll & Benefits Services

workshops, and training seminars to keep abreast of changes in federal and state regulations. *E*

Establish and provide on-going monitoring and recommendations for benefit programs to assure employee needs are met; provide recommendations to administration in planning and developing modifications to medical benefit offerings; coordinate and serve as a district representative on the employee insurance committee; serve as a director on management health insurance JPA board; implement and coordinate wellness/benefits workshops & fairs. *E*

Perform complex and technical budget and financial analysis; extract data, compile, analyze, and provide payroll and benefit data to area administrators for state/district/departmental budgeting and reporting; prepare reports and presentations or recommendations as requested; provide salary and benefit data to external agencies via salary surveys/studies and other reports. *E*

Provide government agencies with the timely submission of a variety of district, county, state, and federal reports including retirement data, unemployment data, statistical staffing data for the chancellor's office and federal IPEDS; statistical data related to GASB, Title V, and California Budget Act, including the chancellor's office reports for Full Time Faculty Equivalent and Part Time Faculty Compensation. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices used in administering community college payroll, benefits, and leaves, human resources policies and actions, actions related to collective bargaining activities and legal settlements, classification and salary study implementations and surveys.

Principles, practices, and procedures of public school district accounting and auditing.

Budgeting, retirement & community college account code structures; applicable provisions of the California Community College Budgeting and Accounting Manual, Title IV & Title V, GASB, and district bargaining unit agreements and MOUs.

Principles and practices of administration, supervision, training, leadership, and communication.

Procedures, rules, and regulations from applicable sections of the State Education Code and federal/state tax and labor law, including tax withholding, social security and medicare, IRC 125 plan, salary reduction 403(b) and 457 plans, family medical leaves, payroll deductions, garnishment/levies, wages and working conditions, and unemployment law.

State and federal retirement plans, including PERS, STRS, and alternate retirement plans.

District, federal, and state rules, regulations, policies, policy development, and procedures that are related to payroll and hiring procedures for all employees, including student worker rules and regulations, employee benefits and insurance, including health carrier contract language.

Worker's Compensation regulations, rules, and reporting requirements including Cal-OSHA.

Community college and district organization, operations, policies and objectives.

Director, Payroll & Benefits Services

A variety of record keeping including statistical, research, analysis, and survey techniques
Modern office practices, procedures and equipment, including operation of a computer and related software, including Microsoft Office Suite, data-mining software, and file transfer methods.

Payroll, benefits and HRIS database systems, related district and county schools systems and applications.

ABILITY TO:

Direct, plan, organize, implement, and integrate policies and procedures to ensure the accurate, proper, and timely operations of broad variety of activities of the payroll & benefits programs.

Evaluate, create, establish, and integrate departmental or district-wide payroll and benefits and related systems, procedures and controls; evaluate issues and alternatives; develop and implement improvements and alternative courses of actions; persuade and/or recommend district policy additions or modifications.

Read, understand, interpret, apply application of a broad spectrum of district, county, state, federal regulations, procedures, laws, and rules, including application of provisions under bargaining unit agreements, labor, tax, education, health insurance contracts, and retirement law.

Extract, evaluate, and interpret complex statistical, narrative, & financial data, present findings and make recommendations.

Establish and maintain cooperative, collaborative, and effective working relationships with administrators, program managers, faculty and staff, government agencies, attorneys, and the public, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Analyze situations accurately and adopt effective courses of action.

Create and/or provide a variety of solutions for employee concerns.

Locate, assess & implement innovative technologies for the benefit of district employees.

Direct, plan, supervise, train, prioritize, and evaluate the activities of others.

Encourage pride and satisfaction in work performance and teamwork.

Prepare and maintain a variety of district records, accounts and reports.

Monitor, audit, and reconcile payroll and benefits data, including accounts, wages, & employer costs.

Develop and disseminate documentation for benefits, payroll, worker comp, retirement, & leaves.

Operate as a resource for district administration and staff and district bargaining team as needed.

Exercise tact and diplomacy in dealing with sensitive, complex, and difficult situations.

Communicate clearly and concisely both orally and in writing.

Work confidentiality with discretion.

Manage budget related to the responsible areas, including First Aid Program.

Work independently with little direction, manage multiple projects, and meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Director, Payroll & Benefits Services

Bachelor's degree in business, accounting, human resources management or closely related field. Minimum five (5) years increasingly responsible payroll and benefits experience, public school environment preferred, including two (2) years supervisory or management capacity.

WORKING CONDITIONS:

Office environment; subject to constant interruptions. Position requires viewing a computer monitor for extended periods of time, reaching to maintain files, bending and standing or sitting for long periods of time.

Incumbents are exposed to occasional contact with dissatisfied or abusive individuals.