



LOMPEC UNIFIED SCHOOL DISTRICT

MANAGER-PAYROLL & BENEFITS

JOB SUMMARY:

Under the direction of the Director-Fiscal Services, plan, organize and direct payroll and organizational employee benefits programs and services; ensure employees are paid in an accurate and timely manner; provide consultation to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct payroll, benefits administration and workers compensation processes and procedures; comply with regulatory requirements and established guidelines; ensure employees are paid in an accurate and timely manner; oversee the processing of payroll-related forms and applications; ensure payroll activities comply with established laws, codes, regulations, policies, and procedures.
- Organize and direct operations and activities related to organizational employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits; ensure compliance with related laws, regulations, policies, and procedures.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
- Approve a variety of external and internal reports and summaries such as payroll, taxes, TSA, insurance deductions, accrued vacation, accrued sick leave and retirement; ensure accuracy and compliance with established requirements.
- Provide consultation and technical expertise to personnel concerning employee benefits information, insurance plans, enrollment options, eligibility, coverage, and claims; respond to inquiries, resolve issues and conflicts, and provide technical information concerning related policies, procedures, guidelines, rules and regulations; conduct workshops and meetings as required.
- Coordinate, oversee and participate in enrollment activities; assist employees with completing enrollment forms; process and evaluate enrollment forms according to established procedures; verify eligibility, conveying information and processing claims; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate.
- Provide technical expertise, information and assistance to the Director-Fiscal Services and personnel regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities such as personnel records, statistical/financial reports, budget,

payroll schedules, eligibility policies, benefits and retirement information, provider contracts, claim files and employee records; develop reporting procedures and internal controls.

- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Respond to inquiries regarding a variety of procedures and requirements including payroll and benefit procedures, interpretation of policies, wage garnishments and eligibility.
- Assist auditors in providing requested payroll information including contract requirements, time-sheets and wages paid; provide required information and coordinate necessary project activities.
- Develop and prepare the annual preliminary budget for Payroll and Benefits Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Associate degree in accounting, business or related field and four years increasingly responsible payroll/benefits experience.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Management of payroll and benefit administration.
- Budget preparation and control.
- Payroll and workers compensation programs.
- Principles of accounting, bookkeeping and financial record keeping.
- Employee benefit packages and insurance programs.
- Summary plan descriptions, vendor contracts and related forms.
- Collective bargaining agreements and procedures.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Arithmetic computations.

Ability to:

- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Provide consultation and technical expertise to personnel concerning employee benefits information, insurance plans, options, guidelines, and procedures.
- Process, evaluate and assist employees with the completion of enrollment forms.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Compare numbers and detect errors efficiently.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Frequent interruptions and changing work priorities

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: Classified Management Level IV