

## Position Description

<b>Position:</b> Payroll/Benefits Supervisor Finance and Administrative Services	<b>FLSA:</b>  Exempt
<b>Evaluated by:</b> Director of Fiscal Services	<b>Salary Range:</b>  15

### **Summary**

Under the general direction of the Director of Fiscal Services, the Payroll/Benefits Supervisor is responsible for planning, organizing, directing and administering the District's payroll and employee benefit programs. This includes compliance with all payroll and benefits-related administrative, legal, and regulatory provisions, such as the following regulations and reporting requirements: IRS, CalPERS, CalSTRS, ACA, OASDI, Medicare, and TSA and deferred compensation plans.

### **Essential Duties and Responsibilities**

- Supervise the operations and review the work of employees engaged in the preparation and disbursement of District payroll warrants, ensuring accuracy and timely reporting for all District employees.
- Interpret, apply and train Payroll staff as applicable to assure compliance with relevant laws, codes and regulations; remain current on applicable legislative decisions and developments.
- Review, audit and authorize payroll and benefit payments; approve District payroll registers; establish payroll schedules and calendars; and develop and implement sound fiscal procedures and methods to ensure accuracy and timeliness to meet the requirements of the Education Code, Los Angeles County Office of Education, regulatory agencies, collective bargaining agreements, etc.
- Supervise and ensure accurate and timely reporting of all federal and state taxable earnings, including OASDI and Medicare wages, to assure accurate issuance of W-2 forms; oversee and coordinate retirement incentives and retroactive payments; oversee the reconciliation, requesting and depositing of federal and state tax, OASDI, Medicare, unemployment insurance and worker's compensation payments; analyze and resolve problems with the IRS, Social Security, and Employment Development Department, as necessary.
- Oversee the enforcement of levies, garnishments and other withholding orders with the Los Angeles County Office of Education; administer unemployment and state disability claims.
- Provide direction and oversight in reviewing, interpreting, and implementing payroll and benefits-related provisions of negotiated labor contracts; compile and organize payroll data; and prepare reports and summaries to assist management personnel in budgeting and collective bargaining processes.
- Develop processes and procedures for effective payroll and benefits management; write, maintain and update procedures and manuals in a timely manner; prepare and coordinate proper and timely notification materials of benefit plan modifications; and coordinate/conduct District workshops involving employee benefit plans.

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- Develop, update and manage the District's employee benefits program, including various plans, COBRA, retirement, voluntary deductions, deferred compensation and other benefits; coordinate and maintain all program components including open enrollment brochures, flyers, benefit summaries, etc.
- Serve as a District representative on various committees involving employee benefits, such as the District Benefits Committee; ensure effective communications and interaction regarding the District's benefits program; provide recommendations and best practices for effective management and oversight.
- Assist with medical claim issues and new enrollments for employee benefits.
- Work cooperatively with the District's third party administrators for all benefit-related claims.
- Maintain positive working relationships with other departments on campus.
- Create an atmosphere of collegiality and supports the goals of shared and participatory governance.
- Supervise and evaluate assigned personnel; communicate District policy and administrative decisions to assigned personnel.
- Resolve conflict.
- Ensure compliance with applicable local, state, and federal regulations.
- Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### Knowledge, Skills and Abilities

- Knowledge of federal, state and local laws, regulations and court decisions governing payroll and the administration of pre- and post-tax benefit plans and maintenance of plan/employee records.
- Knowledge of principles, practices, methods and techniques of employee benefit program design and administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan recordkeeping.
- Ability to research complex matters regarding payroll and employee benefits.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment and collegial collective bargaining environment.
- Ability to provide effective leadership and day-to-day supervision to ensure a high performance, customer service-oriented work environment which supports achieving effective objectives and service expectations.
- Ability to effectively use a personal computer and a variety of job-related software applications, particularly as related to statistical analysis, spreadsheets, data management, and operating and maintaining the functionality of the District's enterprise financial system(s) as they apply to administration of payroll and employee benefits.
- Ability to conduct long-range planning.
- Ability to communicate effectively, with a diverse population both verbally and in writing.
- Demonstrated understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

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### Education and Experience

- Possession of a bachelor's degree, and five years of progressively responsible experience in the administration of payroll and benefits programs.