

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-COMPENSATION AND BENEFITS

BASIC FUNCTION:

Under the direction of the Director-Finance, plan, organize and direct the compensation and benefits functions of the District; assure compliance with laws, codes, regulations and standards related to payroll and benefit processing; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the compensation and benefits functions of the District; assure confidential, quality customer service is provided by staff assisting employees and District retirees with payroll and benefit matters.

Assure compliance with laws, codes, regulations and standards related to payroll and benefit processing; interpret and develop new procedures as needed to comply with the California Education Code, multiple bargaining unit agreements, District policies, Public Employees Retirement System (PERS), State Teachers Retirement System (STRS), and federal and State payroll regulations.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or facilitate professional growth opportunities.

Manage the efficient use of departmental resources monitoring expenditures for supplies and staffing; conduct on-going needs assessments; develop and implement new procedures, computer software programs and other improvements to enhance the efficiency and capabilities of the department.

Serve as liaison between employees, retirement systems, and County, State and District offices to resolve or communicate complex compensation and benefit issues.

Develop and conduct effective in-service workshops and other communication strategies related to compensation and benefits matters for new, existing and retired employees; communicate with administrators, personnel, school sites and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Coordinate with insurance company representatives and District insurance brokers to resolve benefit issues.

Provide technical expertise, information and assistance to the Director regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Perform and report on special research studies and analyses related to compensation and benefits; prepare and maintain a variety of reports, records and files related to assigned activities and personnel; collect, analyze and interpret financial data.

Participate in budget development for District benefit costs and department costs.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

Participate in salary surveys as requested.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the compensation and benefits function of the District.

Principles and techniques involved in payroll preparation, monitoring and control.

Payroll filing, record-keeping and report preparation techniques.

District payroll policies and procedures.

Generally Accepted Accounting Principles.

Tax withholding, voluntary deductions, garnishments and fringe benefits.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

ABILITY TO:

Plan, organize and direct the compensation and benefits functions of the District.

Assure compliance with laws, codes, regulations and standards related to payroll and benefit processing.

Train and supervise the performance of assigned personnel.

Perform mathematical calculations quickly and accurately.

Research, compile, analyze, interpret and prepare a variety of payroll-related reports.

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.

Work confidentially with discretion.

Maintain confidentiality of sensitive and privileged information.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain comprehensive reports.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in accounting, finance, statistics or related field and four years increasingly responsible experience in complex payroll, benefits, record-keeping and budgetary processing, including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.