



Leadership • Collaboration • Support

JOB TITLE: Payroll and Benefits Manager

Classified Managers Salary Schedule, Range 13

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Supervises and coordinates all work related to employee payroll and employee benefits. In coordination with District Business Services, may provide assistance and/or training to school districts regarding CECC payroll and benefit issues.

JOB REQUIREMENTS AND QUALIFICATIONS

- At least five years of experience in payroll and benefits, accounting, or a related field.
- Knowledge and experience in governmental accounting, budgeting, and control procedures.
- Knowledge of the principles of administrative and office management.
- Aptitude and interest in management and supervision.
- Ability to harmoniously work with and effectively supervise others.
- Ability to analyze and interpret laws, regulations, data, and problems as related to payroll and benefits issues.
- Ability to prepare and provide timely, concise, and accurate reports.
- Ability to develop, maintain, and improve working relationships.

This work consists of complex professional duties at a management level of job performance.

ESSENTIAL DUTIES

- Provides leadership and expertise to the Solano County Office of Education and school districts in the areas of employee payroll and benefits.
- Serves as SCOE payroll representative on the CECC HR/PR subcommittee.

- Supervises the preparation and maintenance of employee pay and benefits records for the Solano County Office of Education, including all related payroll and benefits documentation.
- Provides assistance to County Office employees on payroll and benefits-related issues.
- In coordination with District Business Services, may provide technical assistance and/or training, when necessary, to Solano County districts on payroll and benefits-related issues.
- Acts as a resource to district business staff regarding payroll and benefits issues.
- Supervises the balancing of employee benefits.
- Audits Notices of Employment and Personnel Action Notices.
- Interprets and possesses a general knowledge of education codes, government codes, labor codes, and state and federal laws relating to payroll and benefits.
- Supervises and trains employees in understanding policies, procedures, and practices, as they relate to payroll and benefits.
- In coordination with District Business Services, may train Solano district employees, when needed, in understanding CECC procedures and practices, as they relate to payroll and benefits.
- Processes all documents related to benefits including, but not limited to, processing vendor payments, reconciliation of vendor statements, benefits changes, and data entry.
- Reconciles and monitors all COBRA and retirement health payments; establishes contact with retiree/COBRA payees, as necessary, to accurately and promptly certify payments are correct and timely.
- Coordinates open enrollment for benefits programs, including auditing of benefit re-enrollment.
- Coordinates Tax Sheltered Annuity program to ensure office compliance with IRS regulations.
- Processes all long-term disability claims for employees and employee organizations.
- Processes all wage garnishments and liens, and responds to related questions.
- Prepares paperwork and processes new employees, including informing them of benefits, unions, benefits policies, and ensures the proper forms are completed, etc.
- Audits records and reports as required.
- Meets with individual employees or groups of employees regarding County Office benefits programs.

- Acquires data on current vision, dental, and health plans, and makes recommendations as to cost, availability, and services.
- Provides coordination between health organization contracts and collective bargaining agreements.
- Supervises and monitors all employee benefits programs in accordance with current employee contracts and state and federal laws.
- Receives and processes all employee organization applications and correspondence; adjusts payroll withholding according to bargaining unit contract.
- Serves as a member of the Management Advisory Council for the Solano County Office of Education.
- Participates for management in the CFIER process, negotiations, and contract management, and assists in the development of collective bargaining proposals and other collective bargaining matters as assigned.
- Performs other duties and business and administrative functions as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives. Directly responsible to the Director, Internal Business Services.

SUPERVISION EXERCISED

Employees in this classification supervise and evaluate the payroll and benefits staff, and any other staff as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)	Walking (15%)	Sitting (70%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
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Lifting – lbs. (0-40)	Lifting (2)	Bending (3)
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Pushing and/or Pulling Loads (1)	Reaching Overhead (2)	Kneeling or Squatting (3)
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Climbing Stairs (2)	Climbing Ladders (0)
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