

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Manager, Compensation and Benefits	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Manager II	FLSA:	Exempt
JOB CLASS CODE:	9783	WORK YEAR:	12 Months
DEPARTMENT:	Compensation and Benefits	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director III, Accounting Services	BOARD APPROVAL:	04-13-98
		HR APPROVAL:	06-22-10
		CABINET REVISION:	09-08-2020

BASIC FUNCTION:

Plan, organize, control, and direct the District's, payroll services, and employee benefits programs; review and analyze the District's current position for compliance; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, control, and direct programs and activities related to payroll services, and employee benefits. **E**

Review and analyze the District's current position for compliance with established codes, laws, and procedures related to payroll services, and employee benefits; make required changes 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. **E**

Administer employee benefit programs including, health, dental, vision, and supplemental retirement accounts. **E**

Coordinate with insurance company representatives and District insurance brokers on benefit renewals and plan changes; resolve benefit issues and evaluation of claims activity. **E**

Responsible for ensuring employee health benefit plans and supplemental retirement accounts are in compliance with carrier contracts and applicable federal and state laws, regulations, and District policies and procedures. **E**

Coordinate new hire benefits orientations and open enrollment presentations and designs materials to support employee understanding of District benefits packages, benefits enrollment, and summary plan descriptions. **E**

Perform monthly reconciliation of payroll accounts, all employee health plans and supplemental retirement plans and works closely with Accounting staff to ensure accurate employee deductions, expense allocations, and timely payment of invoices. **E**

Generate a variety of reports to analyze and audit data related to payroll and employee benefit plans. **E**

Participate in the research, collection, and compilation of data for required reports and projections. **E**

Serve as liaison with Human Resources and Technology Services to coordinate benefits and payroll processing issues. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; assist in the formulation, development, and communication of department policies, procedures, and programs in accordance with state and federal laws and regulations. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff. **E**

Develop and prepare the annual budget for the employee benefits, payroll services, worker's compensation, and risk management functions of the District; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public; maintain current knowledge of legislation, legal codes, and regulations; and execute special assignments. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as to related to Compensation and Benefits. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration, or related field, and four (4) years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, control, and direction of the District's payroll services and employee benefits program.
- Claims handling procedures.
- Insurance providers.

- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures related to payroll and benefits.
- School district organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Plan, organize, control, and direct the District's payroll services and employee benefits program.
- Review and analyze the District's current position for compliance.
- Establish and maintain cooperative and effective working relationships with others.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, view a computer monitor, monitor programs, and assure compliance; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: Management employees purchase their own health benefits with District-offered plans.

(Former Classification: Director II, Compensation and Benefits; Director II, Risk Management and Employee Benefits)