San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code:	C3413
Original Date:	09/2024
Last Revision:	09/2024
Staff Type:	Classified
FLSA status:	Exempt
Salary Range:	3

Title: **Manager, Benefits and Compensation**

Unit: **Management**

DEFINITION

Under the general direction of the Associate Vice Chancellor, Employee Services, plan, coordinate, lead and administer the benefits and compensation functions; operate as the subject matter expert and escalation point to resolve issues; provide technical personnel management advice and assistance; ensure maximum effectiveness and productivity, including the timely and accurate processing of benefits enrollments, wage and salary administration, and voluntary retirement plans. Consult with management/administration to define standards and approach for department operations.

EXAMPLES OF DUTIES

1. Manage the development, implementation, and administration of District benefits programs, including, but not limited to medical, dental, vision, life, long-term disability, flexible spending accounts, and tax-sheltered annuities.

2. Manage and administer District compensation activities including salary placement, faculty professional development, and educational incentive programs. Coordinate the maintenance of District-wide changes to salary schedules resulting from collective bargaining.

3. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action; coordinate assignments with staff and establish schedules to meet deadlines and work to facilitate the continuous workflow of assigned functions.

4. Coordinate benefits and compensation operations with the Information Technology Department and HR Systems, which includes coordination of maintenance of ERP system tables; serve as a resource person to Business Services, campus business offices, and other departments in the development and testing of new or revised programs and business processes; create queries and reports from the ERP database to ensure accurate data collection and reporting, and timely auditing.

5. Conduct complex research and analysis of federal and states' legislation as it relates to health and welfare programs, retirement, compensation, and other benefit programs. Review annual legislative changes in benefits, retirement, and leave administration and identify impacts to the District; implement legislative changes. Ensure that program requirements meet and maintain compliance levels for federal, state and county laws and regulations, as well as collective bargaining agreements. Maintain in-depth knowledge of all District benefit plans and related rules and regulations.

6. Consult with and advise employees, their beneficiaries, retirees, the public, agencies and vendors, and unions on the interpretation and application of laws, rules, policies and procedures related to benefits and compensation services. Coordinate and conduct individual meetings and group counseling presentations for new hire onboarding, open enrollment, and retirement planning. Develop written materials and other communication tools to provide information to prospective employees, current employees, and retirees.

7.   Ensure benefits, compensation, and job data security through monitoring and auditing of installed operating system upgrades and test application enhancements and conversions. Test and implement human resources operating system upgrades, patch fixes, and custom or bolt on processes.

8.   Interpret, explain, and assure compliance with federal and state laws, District policies, procedures, rules, and regulations involving district compensation, benefits, leaves, voluntary retirement plans, and taxes; obtain and maintain information concerning revisions and additions to such legal requirements; revise procedures as appropriate.

9.   Oversee the preparation and distribution of mandated reports and records. Research and identify local, state and national trends in compensation, benefits, and leaves administration; develop and recommend new and revised rules, regulations, procedures and policies.

10.   Seek improvements in operational processes and design and implement those initiatives. Optimize the contributions of the benefits and compensation teams through coaching, counseling with workable solutions to business issues/problems; manage and build internal/external client relationships and outreach to the campuses and District divisions.

11.   Develop and implement controls for fiscal accountability; review for accuracy and compliance of monthly reconciliation of employee benefit payments to vendors and retirement contributions.

12.   Conduct audits or research and analyses of system data elements, including employee status, vacation entitlement, leave usage, job assignments, wage and salary adjustments, data input, forms and records; prepare updated corrections, revisions, and recommendations as necessary; distribute information as appropriate according to approved procedures.

13.   Provide on-going customer service and technical HRIS support related to compensation and benefits services.

14.   Represent the District at variety of internal and external meetings and conferences.

15.   Assist auditors to provide benefits and compensation data for internal and external audit processes.

16.   Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
> Applicable sections of the various State and Federal Labor, Government, and Education Codes, Federal Internal Revenue and Tax Regulations, FLSA, FMLA, HIPPA, COBRA.
> Budget preparation and control.
> Collective bargaining agreements and bargaining process.
> Computer applications, including word processing, spreadsheets, and databases.
> Computer data management in an integrated ERP system.
> Computerized payroll systems, industry processing capabilities, and available technical solutions for payroll and human resources management systems, and other related administrative computing functions.
> District organization, operations, policies and objectives.
> English usage, grammar, spelling, punctuation and vocabulary.
> Insurance policies and Internal Revenue Code regulations pertaining to benefits and compensation.
> Modern office practices, procedures, and equipment.
> Oral and written communication skills.

PeopleSoft HCM, Finance, and Campus Solutions with knowledge of tables, configuration, set up and foundation tables, and query manager.

Practices and techniques of employee benefits, compensation, leave plan administration, and retirement plan administration.

Principles and practices of supervision, training, and motivation.

Principles and trends of public personnel administration.

Principles, practices, terminology and organizational structure used in accounting, compensation, benefits and retirement administration, particularly pertaining to community colleges in a multi-state environment.

Relevant Federal and various States' legislation(s) as they related to compensation, benefits, leave administration and retirement.

Technical aspects of field of specialty.

<u>Skills and Abilities:</u>

Adaptability to changing priorities.

Analyze data and information, reason logically, and develop and present alternative solutions effectively both orally and in writing.

Analyze, interpret, explain, and apply applicable laws, rules, and regulations.

Apply, interpret, and explain applicable policy, procedures, and regulations.

Assess data, improve processes, and pass internal and external audits without findings.

Communicate effectively both orally and in writing.

Coordinate plans to design/modify human resources computing systems configuration and performance.

Demonstrate interpersonal skills using tact, diplomacy, and courtesy.

Establish and maintain effective working relationships with others.

Exercise judgement and discretion in handling confidential and sensitive matters.

Evaluate statistical data and effectively present facts, conclusions, and recommendations.

Operate computers and business-related software, including word processing, spreadsheets, and databases.

Plan, organize, and administer numerous projects.

Plan, organize, coordinate, and manage districtwide benefits and compensation operations, benefits reconciliation, records administration, and retirement reporting.

Prepare clear, accurate, and timely reports.

Proficiency in PeopleSoft HCM, or similar enterprise resource planning software.

Proficient use of Microsoft Office, particularly Excel

Provide technical expertise and advice to district administrators, employees, and others concerning benefits, leaves, voluntary retirement plans, compensation, and collective bargaining agreements.

Train, supervise, evaluate, and provide work direction to assigned staff.

Review and analyze legislation, Summary Plan Descriptions (SPD), plan documents, and IRS regulations.

Work independently with little direction.

<u>Training and Experience:</u>

Any combination of training and experience equivalent to: a Bachelor's degree in business or public administration, human resources administration, personnel administration or related field, and five years' of progressively responsible experience in benefits administration, compensation, and retirement functions, preferably in an educational setting related to a large and diverse work force. A Master's degree in business or public administration, human resources or personnel administration, or related field is highly desirable.

Desirable qualifications include: Collective bargaining experience, experience with PeopleSoft, SHRM certification; experience in a higher educational environment.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office. Requires some travel between District sites, conferences, and hearings.