



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Payroll and Benefits Manager</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Business Services</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Commission Board		SALARY GRADE:	<b>Schedule: 54 Range: 78</b>

**BASIC FUNCTION:**

Under general direction of the Director of Fiscal Services, organize and oversee payroll and employee benefits operations and activities to assure District employees are paid in an accurate and timely manner and receive the appropriate employee benefits; review, edit, approve and process District payroll; analyzes and administers various components of the employee benefits' programs; coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll and employee benefits function; train and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Organize and oversee payroll and employee benefits operations and activities to assure District employees are paid in an accurate and timely manner and receive the appropriate employee benefits; review, edit, approve and process District payroll; oversee the processing of payroll-related forms and applications; review, edit, approve and process District payroll; assure payroll activities comply with established laws, codes, regulations, policies and procedures
- Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll and employee benefits function including, but not limited to, time sheets, pay rates, salary adjustments, retirement, workers compensation as well as benefit programs for medical, dental and vision coverages; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary; assure accuracy of personnel information
- Oversee and coordinate communications, information and personnel to assure smooth and efficient payroll and employee benefit activities; establish payroll timelines and priorities; assure proper and timely resolution of payroll and employee benefit discrepancies, issues and conflicts
- Review, reconcile, process, and submit District payroll tax returns, W2s, PERS, STRS and Tax-Sheltered Annuities (TSA) retirement reports
- Coordinate payroll and employee functions with various governmental agencies, employee benefit providers and outside organizations; coordinate and assure proper processing, application and maintenance of employee benefits, insurance enrollments, billing information, and employee deductions

- Provide consultation concerning payroll processes, policies and procedures; respond to inquiries, resolve issues and conflicts and provide technical information concerning calculations, pay rates, benefits, taxes and leave; investigate and resolve payroll discrepancies
- Evaluates expenditures for conformance with the California School Accounting Manual (CSAM)
- Oversee and participate in the input of payroll, payroll tables, personnel and related data into an assigned computer system; maintain various automated records; initiate queries and generate computerized lists and reports; assure accuracy of input and output data
- Make recommendations to appropriate personnel regarding other payroll-related matters and processes including changes or enhancements to automated system, contract or pay issues, and health deduction processing issues
- Analyze current benefits, evaluating usage, services, cost, and competitive trends in benefits programs; prepare, collect and organize data for actuarial assessment; monitor administrative costs of benefit programs and recommend cost containment strategies including alternative methods for administration and funding
- Oversee the Open Enrollment period; conduct employee meetings to explain benefit programs, conduct enrollments, and provide training to employees on benefit plans
- Reconcile and balance billings for group health, and any other form of billing that may fall within the scope of benefits; maintain employee and retiree enrollment records for group health program, benefit changes, and plan compliance
- Maintain up-to-date and thorough knowledge of all benefit provisions and eligibility requirements, including, but not limited to health and welfare and section 125 plans; coordinate the supplemental benefits programs as needed
- Work closely with third party administrators (TPA's) to provide accurate accounting for the 403b and 457 retirement savings plans; assist employees in communicating with the TPA to ensure reasonable responses to employee concerns and accuracy in the application of policies
- Maintain all active employee and COBRA enrollment records for the group health program, as well as an up-to-date, timely and accurate correspondence of all benefit changes to participants
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Operate a variety of office equipment including a computer and assigned software related to payroll and employee benefits
- Performs all other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Organization and direction of payroll and benefits operations and activities

Advanced principles and techniques involved in payroll and benefits preparation and processing Tax withholding, voluntary deductions, garnishments and supplemental insurance Preparation, maintenance,

verification and processing of payroll records and reports Generally accepted accounting principles, practices and procedures

Preparation, review and control of assigned accounts District payroll policies and objectives Financial and statistical record-keeping techniques

Preparation of financial statements and comprehensive accounting reports

Applicable laws, codes, regulations, policies and procedures

Advanced payroll functions of an educational organization Principles and practices of data processing

Principles and practices of supervision and training Technical aspects of field of specialty

Operation of a computer and assigned software Oral and written communication skills

Interpersonal skills including tact, patience and courtesy Arithmetic computations

Principles and practices of budget preparation, monitoring and control in a school system; principles and practices of school finance

Federal laws dealing with employee benefits, including IRS and HIPAA regulations

#### **ABILITY TO:**

Organize and oversee payroll and employee benefit operations and activities to assure District employees are paid in an accurate and timely manner and receive the appropriate employee benefits

Coordinate, oversee and participate in the preparation and maintenance of a variety of automated and manual records and reports related to the payroll function

Communicate effectively both verbally and in written form

Establish and maintain professional and effective working relationships with employees, supervisors, other departments, and external entities each of which require cooperative efforts on both sides.

Maintain and ensure the confidential nature of the Fiscal and Human Resource departments

Train and evaluate the performance of assigned personnel

Coordinate communications, information and personnel to assure smooth and efficient payroll and employee benefit activities

Establish trust and cooperative relationships with all groups of employees

Oversee overall record keeping of the District and State/Federal benefits with high accuracy and attention to detail

Assure proper and timely resolution of payroll discrepancies, issues and conflicts

Monitor, audit, adjust and reconcile payroll data

Identify, investigate and resolve payroll errors and discrepancies

Participate in the development and implementation of payroll system enhancements Interpret, apply and explain laws, codes, rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Determine appropriate action within clearly defined guidelines Meet schedules and timelines

Work independently with little direction

Plan and organize work

Make arithmetic computations with speed and accuracy

Prepare detailed and concise records, files and reports

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in finance, human resources or a related field and five (5) years of increasingly responsible professional experience in payroll, retirement reporting, and employee benefit management, school finance or governmental accounting and/or fiscal management procedures.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; use of personal vehicle, and proof of insurance preferred

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

**HAZARDS:**

Contact with dissatisfied or abusive individuals

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