



## Job Classification Description

### **DIRECTOR OF PAYROLL AND BENEFITS Non-Bargaining Unit**

**Grade 12**

#### **BASIC FUNCTION**

To oversee and manage the central payroll and employee benefits functions for a college and to assist with personnel-related functions within the college Business Office.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, manage, coordinate and carry out payroll system and accounting period including pay rate and benefit changes, deduction changes, new hires, terminations, etc; carry out and/or supervise the processing of the employee payroll, signing and organizing of checks for pick-up, distribution or mailing; carry out and/or oversee the payment of insurance premiums and other employee benefit-related bills; supervise/carry out payroll bank account reconciliations.
- Maintain employee benefits programs at the college level; implement regular system and individual employee changes and track all information related to benefits programs, including: eligibility, troubleshooting with carriers on behalf of the college or employees, recordkeeping, communication and regular and special administrative functions.
- Maintain records and carryout administrative functions for special benefits such as COBRA, Workers' Compensation, unemployment benefits, etc.
- In conjunction with other involved offices, assist in the preparation of employee contracts during regular employment cycles and for new hires at other times, including proofing of computer runs, correction of errors, and investigation of problems. Compute contracts with special terms of appointment, prepare deductions, and so forth.
- Assist with/carry out central employee recruitment and employment functions: write job postings and place ads; review applications; interview applicants; refer qualified applicants to department heads; conduct reference and security checks; make position offers; notify job applicants not hired.
- Provide employee orientation packets and thoroughly review VSC benefits programs with newly-hired employees.
- Assist in developing, drafting, implementing, interpreting, and enforcing a wide range of campus personnel policies and procedures.
- Assist in investigating, documenting and determining appropriate solutions to employee job performance and interpersonal problems; informally counsel and advise employees on job-related matters, referring unusual or sensitive issues to the Business Manager or Assistant Business Manager as appropriate.
- Supervise/carry out the organization and maintenance of central personnel records systems related to various personnel functions (employment, benefits, the staff job classification and pay plan, individual personnel files, and so forth.)

- Assist in developing, evaluating and revising Business Office operating policies, procedures, and forms related to personnel and payroll matters.
- Confer regularly with immediate supervisor and a wide range of college administrators, staff and faculty to coordinate the recruitment/hiring process and other personnel activities, exchange information, explain and interpret personnel policies/procedures, advise on various personnel problems, and the like.
- Assist with/carry out special projects as assigned.
- Assist in the preparation of various internal administrative reports, as well as various reports for government agencies and professional organizations.
- Assist with unemployment and workmen's compensation administration.
- Supervise the daily activities of other Business Office staff assigned to personnel/payroll functions.
- Keep abreast of current developments in relevant government regulations, court decisions, and higher education personnel practices.
- Perform related duties as assigned.

### **SUPERVISION RECEIVED**

General supervision is received from the Dean of Administration or Assistant Business Manager.

### **SUPERVISION EXERCISED**

Functional and partial administrative supervision of one or more employees.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in business or other appropriate discipline, plus three to five years of relevant personnel and/or higher education administration experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong working knowledge of personnel administration with previous experience in the areas of benefits, recruitment, and/or wage/salary administration; or strong higher education administration background, with some basic knowledge of personnel administration.
- Excellent computing skills
- Good understanding of payroll accounting principles and procedures.
- Strong writing, math, analytical, and problem-solving skills.
- Good communication and advising/counseling skills.
- Good organizational and administrative skills. Previous experience with moderately complex manual and computerized record systems.
- Ability to deal effectively with a wide range of college administrators and staff, often regarding highly sensitive or confidential matters.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**