



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

COMPENSATION & BENEFITS MANAGER

A Classified Supervisory Position (Exempt Status)
Grade 192E

A. General Statement

Under general direction of the Vice Chancellor of Human Resources & General Counsel and the Director of Human Resources, this position is responsible for the leadership, development, and management of all aspects of programs related to compensation and employee and retiree health and welfare benefits as well as the management of personnel policies and practices, including classification and pay, and HRIS. Public contact is extensive, and involves staff, faculty, students, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. Consequences of errors in judgment could be costly in employee time, public relations and money; however, administrative and policy controls limit the risk of serious consequences. The Human Resources Manager supervises and directs the work of paraprofessional, clerical and other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties and responsibilities listed below include the full range of activities that the Manager will potentially oversee/supervise or directly perform. These duties and responsibilities are allocated by the Vice Chancellor between the Director of Human Resources and the Manager of Human Resources, with the Director assuming the lead and ultimate responsibility for the majority of these duties and responsibilities.

1. Supports the development, design, administration, implementation, and evaluation of the District's health and welfare benefits programs, including medical, dental, vision, long-term disability, employee assistance program, and workers' compensation
2. Assists in the coordination of the day-to-day operations of the Human Resources Department, , compensation and classification, personnel processing, personnel record keeping, accommodations, and personnel policies
3. Recommends to senior management the addition of or changes to employee benefit programs, including preparation of benefit cost analyses
4. Serves as the District contact for the administration of CalPERS and CalSTRS pension plans, as well as 403(b) and 457 tax sheltered annuity retirement plans and health and dependent care flexible spending accounts
5. Provides oversight for employee leaves of absence, ensuring compliance with all federal, state, and local laws and regulations, as well as District Board policies and administrative regulations, and maintains the FMLA and family illness database

7. Provides guidance and information to classified and academic employees regarding PERS and STRS retirement processing or employment separation and acts as a resource to District retirees regarding a variety of issues
8. Conducts exit interview process for all regular classified and academic employees and administers COBRA processing as needed
9. Prepares a variety of complex reports related to personnel issues, including forecasting budgets for employee and retiree compensation and benefit programs
10. Evaluates and assesses the District's Human Resources Information System (HRIS) to ensure that personnel actions are updated, reporting is accurate and timely, periodic maintenance is conducted, and troubleshooting is conducted as necessary
11. Directs processing of personnel transactions related to job assignments, payroll processing, and record keeping
12. Announces, plans, coordinates and implements employee health plan open enrollment events and other training programs as needed
13. Interfaces with broker and insurance companies regarding employee programs
14. Resolves health and welfare plan enrollment and claims processing issues
15. Performs classification reviews for classified and supervisory positions, including classification studies, salary survey analysis, and the development of compensation and salary placement recommendations
- 16.
17. Promotes a work culture which values diversity and which promotes the delivery of exemplary customer service, innovation, and quality services to employees and the community
18. Stays abreast of developments and changes in laws in the compensation, benefits, leaves, and retirement fields, as well as Human Resources field in general
19. Provides technical direction to managerial, technical/professional and clerical staff regarding various human resources activities
20. Ensures effective and efficient administration of electronic application and database systems, onboarding procedures, and related functions
- 21.
22. Consults with all levels of District staff and union representatives on human resources issues
- 23.
- 24.
- 25.
26. Provides accurate and consistent application of Education Code and Title 5 human resources and payroll requirements across the District
27. Provides leadership and oversees employee information collection, analysis, and reporting, and supervises the input of data to ensure its integrity
- 28.
29. Supervises and evaluates the performance of Human Resources classified staff and student employees
- 30.
31. Represents Human Resources and the District at a variety of meetings
32. Develops, implements, and administers a variety of special projects
33. Assists in the development and administration of the departmental budget and ensures compliance and effective use of department resources by monitoring and tracking budget expenditures
34. Performs other duties, as assigned by the Vice Chancellor of Human Resources & General Counsel

C. Requirements

- Bachelor's degree, preferably in human resources management or a closely related field
- Five years of increasingly responsible experience in human resources, payroll or related area which demonstrates competencies sufficient to successfully perform the essential functions of the position

- Understanding of, sensitivity to, and respect for diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff
- Experience with program planning, implementation and evaluation
- Experience with directing the work of others
- Demonstrated skills in oral communication, including public speaking and in written communication
- Demonstrated effective collaborative and relationship building experience with diverse constituents
- Skill in the use of a variety of computer software for written materials, reports, and presentations

OR a successful equivalent combination of education and experience

D. Knowledge, Skills & Abilities

1. Knowledge of Human Resources administration and practices in public higher education, including applicable federal and state laws, rules, and regulations
2. Knowledge of the Affordable Care Act (ACA), Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) and the Pregnancy Disability Act (PDA)
3. Knowledge of HRIS system development and administration, systems analysis and research methods, and human resources functions and processes
4. Knowledge of compensation practices, methods, and techniques
5. Knowledge of the techniques of budget planning, monitoring, forecasting, and analysis
6. Skill in communicating effectively with people at various levels within an organization
7. Skill in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups and abilities
8. Skill in supervising and evaluating the work of others
9. Skill in working with difficult individuals
10. Skill in conducting complex data comparison, analysis and synthesis
11. Superior skill in written communication
12. Superior skill in oral communications, including public speaking
13. Skill in research, compiling data for, formatting and effectively presenting data for a variety of audiences;
14. Skill in use of the Microsoft Office Suite, Adobe Acrobat, and a variety of computer software to enter, format and present complex financial, statistical and other data
15. Ability to manage projects, put systems in place, and evaluate their effectiveness
16. Ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines under pressure
17. Ability to read, interpret, and explain laws, rules and regulations and to develop and implement personnel policies and procedures
18. Ability to think critically and solve problems

E. Physical/Other Requirements

This position requires attention to detail, good memory, ability to work under deadline pressure, sitting and standing for periods of time, oral and written communication, keyboarding for significant portions of the workday, pushing, pulling, bending, stooping, reaching, patience and tact in order to perform the essential functions.