

## **Position Description - Executive Manager, Human Resources and Payroll**

**Position Title:** Executive Manager, Human Resources and Payroll

**Reports To:** Assistant Superintendent for Personnel

### **Primary Purpose:**

Responsible for the accurate and timely payment to staff, and the administration of all benefit plans in a service orientated and cost effective manner. Provide supervision, support, and training, to ensure that productive and cost effective methods of operation are in place for all required activities within the department. Research trends, products and related costs in the benefits arena and apply results to negotiations to provide competitive and cost effective programs to district staff. Manage all computer systems utilized within the department, to improve efficiency and remain in compliance with all Federal and State laws, and negotiated agreements. Provide a confidential environment for staff to discuss any issue or concern.

### **Essential Duties & Responsibilities:**

1. Hire, supervise, direct and train personnel, payroll and benefits staff in accordance with policies established by the Board of Education and as dictated by employee contractual agreements.
2. Manage computer software systems utilized within the department. This includes developing RFP's (Request for Proposal), selection, database management and on-going maintenance and required upgrades. Currently includes: CYBORG, Kronos, e-school solutions, online applicant tracking, KALPA, CEO, Executive Assistant, online staff directory, and Gallup Insight systems.
3. Supervise the substitute placement process and computer system for District staff, inclusive of computer interface for payroll and attendance processing.
4. Administer provisions of collective bargaining agreements and/or District procedures relating to salary, probation (hourly staff), retirement, benefits, vacations, absence reporting, and supplemental payments.
5. Responsible for District benefits administration, inclusive of a full flex cafeteria benefits plan, ASO health, dental, and vision insurance programs, Long Term Disability, self-insured short-term disability, Unemployment Compensation, and Workers Compensation and Return to Work programs.
6. Administer Family Medical Leave compliance.
7. Prepare and maintain MESC records and other required reports related to the administration of unemployment compensation claims and benefits.
8. Analyze and monitor existing benefit and personnel policies of the District and prevailing practices among similar districts, to establish competitive and comparative programs. Participate in the evaluation of new benefit programs and monitor cost and utilization of current programs.
9. Prepare salary, staffing and benefits information for budgeting and contract negotiations.
10. Act as liaison between school district and insurance companies and 3<sup>rd</sup> party administrator.
11. Design and implement personnel reports and activities to ensure compliance with budgeted staffing ratios, EEO, Registry of Educational Personnel, Michigan Public School Employees Retirement System, Department of Labor, MESC, and state-mandated staffing reports.
12. Prepare, collect and compile statistical and other pertinent data for effective collective bargaining. Develop compensation and benefit strategies to provide comprehensive and cost effective solutions.
13. Participate in the negotiation process for all collective bargaining agreements.
14. Remain current on matters of retirement calculations, taxes and benefits. Meet with District staff to explain retirement benefits and eligibility and corresponding severance payments.

Approve Final Salary Affidavits for the Michigan Public School Employee Retirement System.

15. Responsible for the District payroll function in accordance with policies established by the Board of Education, Federal and State tax authorities, Internal Revenue Service, Michigan Public School Employees Retirement System, accepted accounting principals, and as dictated by employee contractual agreements.
16. Answer questions and assist district staff with questions relating to payroll, benefits, worker's compensation, FMLA, and contract compliance.
17. Review and approve all monthly, quarterly and annual governmental reports and payments. i.e., W-2's, 941's, quarterly retirement reports, 403-B contributions, union dues, and other payroll deductions.
18. Approve seniority salary step increases, severance payments and payroll adjustments.
19. Prepare, process and/or review personnel/payroll records and corresponding computer system changes related to: changes of employment, FTE, new hires, terminations, pay rates, benefits, leave/vacation days and salary account numbers.
20. Participate in the annual financial audit process, relating to payroll, personnel, and fringe benefit expenditures and procedures.
21. Assign duties and examine work for exactness and conformance to District policy and procedures. Determine work procedures, prepare work schedules, and expedite workflow.
22. Standardize and continuously review procedures to improve efficiency and eliminate redundant tasks in the areas of payroll, personnel and benefits. Document and update procedures as required.
23. Coordinate required record retention in the areas of personnel, payroll and benefits.
24. Participate in the District job fair.
25. Assist other members of the department as needed.
26. Miscellaneous duties as assigned.

**Supervisory Responsibilities:**

Directly supervise five employees in the department. Responsible for daily operation of the Personnel, Payroll, and Employee Benefits staff. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Master's Degree, or equivalent; or four to ten years related experience and /or training; or equivalent combination of education and experience or as determined by the Board of Education.

**Certificates, Licenses, Registrations:**

MSBO CFO preferred.

**Language Skills:**

Ability to read, analyze, and interpret professional journals, technical procedures, or

governmental regulation. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

**Other Skills and Abilities:**

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently moderate to loud. The employee must work with the public and other staff, continuously meeting multiple demands from several people.