

POSITION DESCRIPTION

TITLE: Assistant Director of Payroll and Benefits - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reports directly to the Assistant Vice President of Human Resources and is responsible for managing and processing all College and Historic St. Mary's City (HSMC) weekly payrolls, health benefits, and all related programs. Oversees and manages the implementation of payroll and benefit related policies and programs. Manages the day-to-day operation of payroll and benefits. Supervises the Payroll Associate, Data Administrator/Contractual Payroll and the Benefits Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the "Memorandum of Understanding (MOU)" and/or the "Employee Handbook".
- Serves as a Campus Security Authority in accordance with The Clery Act.

Payroll

- Manages the College's and HSMC's Payroll and Benefits functions, ensuring accuracy and timeliness of weekly payroll functions, and compliance with College and HSMC policies and procedures and state regulations.
- Oversees all payroll documents and files for full-time, contingent, and student employees.
- Manages the implementation of all salary increases with the Department of Budget and Management.
- Oversees salary notifications for College employees and HSMC employees.

Position Description

Assistant Director of Payroll and Benefits

Page 2

- Oversees all faculty salary adjustments including salary adjustments, salary notifications, stipends, temporary adjustments, title changes, promotions, etc.
- Serves as a College and HSMC contact person for Central Payroll Bureau, Department of Budget and Management, State Personnel System to ensure processing of weekly payrolls and Health Benefits.
- Oversees the year-end process.
- Serves as the HR liaison with the external and legislative auditors.

Benefits

- Oversees employee benefits programs and assures the enrollment of employees in selected benefits plans.
- Manages benefits inquiries and complaints to ensure quick, equitable, courteous resolution.
- Oversees all health benefit related communications with employees, retirees, vendors and the state.
- Oversees benefit plans, including health benefits open enrollment by preparing announcement material, and other media for communicating plans to employees.
- Oversees the one-on-one orientation for new employees of the College and HSMC.
- Oversees information sessions for faculty and staff.
- Oversees employee documents and processes regarding financial and retirement planning.
- Oversees processes and compliance requirements in FAMLI, FML, HIPAA, COBRA, ADA, ERISA and FLSA, etc.
- Responsible for the College's compliance with all Health Benefits Reports and State personnel, benefits, payroll related reports.
- Oversees the administration of tuition assistance, tuition exchange and tuition waiver programs.

Human Resources

- Supports and works collaboratively with the Assistant Vice President of Human Resources in:
 - The development, recommendation, and implementation of approved College policies.
 - Identification of training needs and development of training for employees, including supervisors and department leaders.
 - Exit interview feedback.
- Supervises the Payroll Associate, Data Administrator/Contractual Payroll, and the Benefits Coordinator.
- Manages employee information in the HRIS, SPS and other employee payroll or benefit system.

Position Description
Assistant Director of Payroll and Benefits
Page 3

- Oversees the management of administrative employee contracts.
- Serves as a liaison to Central Payroll, Department of Budget and Management, TIAA-CREF, Fidelity, Health Benefits, etc.
- Responsible for the preparation of reports including but not limited to; legislative services reports, quarterly vacant PIN report, ORP data request, and the Annual Personnel Report.
- Prepares weekly and monthly reports.
- Participates in professional development.
- Oversees the onboarding and off boarding processes for all new employees of the College and HSMC.
- Meets with and may counsel employees on any issues affecting time & attendance, payroll and benefits.
- Attends unemployment hearings as backup to represent and protect the interest of the College.
- Oversees the maintenance and updates to monthly personnel transaction reports and essential status notifications no later than December 1st annually.

MINIMUM QUALIFICATIONS:

- Education: Associate's degree required; Bachelor's degree preferred.
- Experience: At least five to ten (5-10) years of experience administering payroll and benefits.
- Must have strong interpersonal, organizational, and excellent customer service skills. Demonstrates energy and enthusiasm in achieving goals; takes ownership of assignments
- Possess self-initiative, outstanding time management skills, excellent leadership skills and similar qualities to handle heavy workload and lead the payroll and benefit team effectively.
- Ability to maintain a high level of confidentiality.
- Must be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal (day-to-day) routine.
- Thorough knowledge of and ability to apply federal, state and local legislation concerning employment matters.
- Excellent verbal, written, and analytical skills. Must have the ability to prepare reports, business correspondence and various human resource manuals.

Position Description
Assistant Director of Payroll and Benefits
Page 4

- Ability to conduct training seminars for employees and organize and prioritize work to meet deadlines.
- Must be able to write clear, accurate, and logical memoranda and reports.
- Must possess the ability and desire to deal tactfully with others in the workplace and the community.
- Proficiency with Microsoft Office, spreadsheet applications, database software and HRIS software is required.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.