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	Job Code:	D1996
	Original Date:	02/2009
	Last Revision:	07/2024
	Staff Type:	Classified
	FLSA status:	Exempt
	Salary Range:	05

San Diego Community College District
CLASSIFICATION DESCRIPTION

Title: **Benefits & Retirement Supervisor**

Unit: **Supervisory & Professional**

DEFINITION

Under the general direction of the Director, Employee Services, plan, coordinate, lead and administer the District's benefits services and retirement functions; operate as the subject matter expert and provide an escalation point to resolve issues; provide technical personnel management advice and assistance; ensure maximum effectiveness and productivity, including the timely and accurate processing of benefits administration and enrollment, and administration and retirement plans. Consult with management/administration to define standards and approach for department operations.

EXAMPLE OF DUTIES

1. Oversee and administer the District benefit services programs., employee benefit enrollment, employee contributions and vendor payments for health, life, dental, long-term disability and vision, Consolidated Omnibus Budget and Reconciliation Act (COBRA), and Flexible Spending Account (FSA) plans.

2. Assist with maintenance of District-wide changes resulting from collective bargaining, federal and states' legislation; coordinate assignments with staff and establish schedules to meet deadlines and work to facilitate the continuous workflow of the benefits, and retirement department.

3. Oversee and administer District retirement plans; maintain in-depth knowledge of the District Benefits Committee and other related organizations and committees; conduct individual interviews and group counseling presentations for employees; interprets and explains policies, procedures and retirement law to current employees; interview retiring employees and surviving beneficiaries to obtain necessary information and explain available benefits and options; prepares written correspondence and develops brochures and other communication tools to provide information to retirement system(s) members; assists retirees with health insurance enrollment changes, act on behalf of the retiree to resolve health insurance billing and eligibility issues. Comply with retirement reporting and reconciliation for three retirement plans; and administer enrollment in District's tax-deferred and tax sheltered annuity plans and District's Flexible Benefits program (Internal Revenue Code, Section 125).

4. Oversee and administer District leave plans; initiate documentation, track required medical and personal certifications; prepare payroll adjustments; transition short term leaves to longer term leaves as appropriate; ensure federal and State compliance related to leave administration.

5. Conduct complex research and analysis of federal and states' legislation as it relates to health and welfare programs, retirement, and other benefit programs. Review annual legislative changes in benefits, retirement and leave administration and identify impacts to the District; implement legislative changes. Ensure that program requirements meet and maintain compliance levels for federal, state and county laws and regulations. Maintain in-depth knowledge of all District benefit plans and related rules and regulations.

6. Consult with and advise employees, their beneficiaries, retirees, the public, agencies and vendors, and unions on the interpretation and application of laws, rules, policies and procedures related to benefits, and retirement services. Coordinate retirement information services and identify, analyze and resolve retirement service credit and reporting issues.

7. Seek improvements in operation processes and designs and implement those initiatives. Optimize the contributions of the benefits and retirement services teams through coaching, counseling with workable solutions to business issues/problems; manage and build internal/external client relationships and outreach to the campuses and District departments.

8. Plan, organize, coordinate, estimate, prioritize and supervise the daily activities of District employee benefits, programs and retirement services; coordinate assignments with staff and establish scheduled to meet deadlines and work to facilitate the continuous workflow of the department.

9. Responsible for reconciliation of payments for employees benefit vendors and retirement contributions as a result of multiple payrolls each month; develop and implement controls for fiscal accountability review for accuracy and compliance of monthly reconciliation of employee benefit payments to vendors and retirement contributions.

10. Supervise and evaluate assigned staff. Train, assign, and provide work direction including best practices for retirement systems administration, regulatory compliance, relative tax laws, leave plans, and Human Resources Information System (HRIS) processes and employee communication.

11. Provide on-going customer service and technical HRIS support related to, benefits, leave plans and retirement reporting; provide support to active employees, retiring employees, retirees, and beneficiaries.

12. Identify local, state and national trends in benefit administration; develop and recommend new and revised rules, regulations, procedures and policies.

13. Represent the District at variety of internal and external meetings and conferences.

14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
>
> Applicable sections of the various state and federal Labor, Government, and Education Codes, Federal Internal Revenue and Tax Regulations, FLSA, FMLA, HIPPA, COBR.
>
> CalSTRS, CalPERS, and FICA alternative retirement plans. Computer data management in an integrated HR/Payroll setting District collective bargaining agreements.
>
> District organization, operations, policies and objectives. English usage, grammar, spelling, punctuation and vocabulary.
>
> Insurance policies and Internal Revenue code regulations pertaining to flexible benefits, tax shelters and tax-deferral programs; tax-sheltered, tax-deferred laws and regulations
>
> Mainframe and personal computer system in a human resources setting. Modern office practices, procedures, and equipment.
>
> Modern office computer applications included word processing, database/spreadsheet, finance/accounting, and tracking systems.
>
> Oral and written communication skills.
>
> Practices and techniques of employee benefits, leave plan administration, and retirement program coordination and administration.
>
> Principles and practices of supervision, training, and motivation. Principles and trends of public personnel administration.
>
> Principles, practices, terminology and organizational structure used in accounting, benefits and retirement administration, particularly pertaining to community colleges in a multi-state environment.
>
> Record-keeping techniques.
>
> Relevant Federal and various States' legislation(s) as they related to benefits, leave administration and retirement.
>
> SDCCD's Board of Trustees' polices related to leaves, retirement and benefits administration.

State retirement reporting systems, including CalSTRS, CalPERS and FICA alternative plans. Technical aspects of field of specialty.

Skills and Abilities:

Adaptability to changing priorities.

Analyze data and information and reason logically, develop alternative solutions. Apply, interpret, and explain applicable policy, procedures and regulations.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships others.

Evaluate statistical data and effectively present facts, conclusions and recommendations. Maintain records and prepare clear, accurate and timely reports.

Make arithmetic calculations quickly and accurately. Meet schedules and timelines.

Operate modern office equipment, personal and laptop computer and software related to assignment.

Perform complex technical personnel work in the area of benefits, leave plan administration, retirement and employee relations.

Plan, organize and administer numerous projects.

Proficiency in Datatel Colleague HR Payroll System, or similar database system or three years experience in a significant HR Payroll system which uses centralized HRIS system supporting multiple employee classifications, multiple benefit offerings and leave plans, in a multi-state environment.

Proficient use of Microsoft Office, particularly Excel

Review and analyze legislation, Summary Plan Descriptions (SPD). Train, supervise and evaluate subordinates.

Work independently and confidentially with discretion.

License:

Valid California driver's license.

Training and Experience:

Any combination of training and experience equivalent to: Bachelor's degree in business administration, public administration, personnel administration or related field, and six years experience in personnel administration including at least four years in the employee benefits administration, and retirement functions with at least two years of increasingly responsible professional supervisory experience in a benefits, and retirement department for a medium to large organization. Desirable qualifications include: Collective bargaining experience, or closely related work experience; experience with Certified Employee Benefits Specialist (CEBS), or related HR industry certification; experience in an educational environment.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.