

JOB DESCRIPTION

Job Title: Director, Payroll & Insurance Services

Qualifications:

The person in this position should have the following credentials:

- 1) College Degree in related field and five years' experience in payroll, employee benefits and risk management administration or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- 2) Administrative and supervisory experience in related fields; ability to effectively communicate verbally and in writing; ability to understand and interpret payroll, insurance, and legal terminology, and Public Employee Benefit Authority (PEBA) administrative guidelines.
- 3) Knowledge of ERP Software Operating Systems and Time & Attendance Software Systems; Infor/Lawson and Kronos preferred; proficient in the use of office software applications (MS Office).
- 4) Must be able to multi-task, work independently, and handle confidential information with minimal supervision.

Reports To:

Executive Director, Finance

Supervises (6):

Payroll Coordinator, Safety/Loss Prevention Coordinator, Benefits Coordinator, Administrative Specialist, Technical Analyst, Accounting Analyst

Job Goal:

Under limited supervision, administer and manage the daily functions of the District's Payroll, Employee Benefits (PEBA and District plans) and Risk Management programs.

Performance Responsibilities:

- 1) Administer the payroll system: monitor procedures, policies and internal controls; ensure compliance with applicable laws and regulations; recommend technology solutions to maintain/improve the efficiency of operating systems.
- 2) Administer the employee benefits program: daily administration of the PEBA and district employee insurance programs through the development of operating procedures, use of third party enrollment services, and compliance with administrative guidelines.
- 3) Manage the administrative requirements of the PEBA Retirement Plan (SCRS and ORP), SC Deferred Compensation Plan and Greenville County Schools 403(b) supplemental retirement plan; communication, enrollment, payroll deductions, employer contributions, monthly remittance and reporting.
- 4) Maintain coverage and policy information for the District's Insurance Program: General Liability, Property & Casualty, Automobile, and Professional Liability; Builders Risk, Student Accident/Athletic Insurance, etc.
- 5) Facilitate annual renewals to evaluate products, services, and costs for the above insurance programs: work with the District's insurance brokers/agents, consultant and administration to provide comprehensive coverage, maintain/improve service, develop

- alternate insurance solutions, and recommend plans/carriers for coverage; prepare, facilitate and evaluate bids according to procurement guidelines.
- 6) Assist with property/casualty insurance claims reporting and related issues: analyze loss experience/claims data for trends; identify/mitigate financial/insurance loss exposures; support tri-annual training and claim reporting of each location's/school's Safety Administrator.
 - 7) Manage the District's Self-insured Workers' Compensation Plan and safety programs: work with the Coordinator to define the annual, online safety training plan; review claim activity; ensure annual OSHA compliance.
 - 8) Establish and maintain compliance through written departmental procedures and policies; advise management on trends within scope of responsibilities.
 - 9) Prepare communication plans and submit articles/information for district publications related to all insurance coverages, retirement programs, employee benefit plans (open enrollment), and new employee orientation.
 - 10) Support the audit process: respond to internal and external auditor requests; provide documentation regarding departmental responsibilities, procedures and records maintenance.
 - 11) Evaluate job performance of assigned staff and provide direction to improve individual employee effectiveness; set job performance standards, expectations and goals. Hire, assign, promote, retain, transfer, dismiss, and maintain attendance records for employees.
 - 12) Perform other related duties as may be required or assigned by immediate supervisor.

Terms of Employment:

Twelve months with salary in Schedule ADMSPV245, Grade D

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy.