

MANAGER OF PAYROLL AND BENEFITS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Finance, an incumbent of this class is responsible for the coordination and administration of the County's payroll and benefits function. The position is responsible for conducting special studies to determine the most cost effective benefit plans, the best deferred compensation program and increasing the EDP capability of the payroll and benefit system. Supervision is exercised over a large professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the auditing of the County payroll to observe Civil Service law, retirement and social security law, Federal, State and Westchester County Charter and budgetary regulations and requirements;

Directs the preparation for and auditing of EDP payroll processing;

Administers the distribution, correction and automated and manual reconciliation the biweekly payroll and the reporting and disbursement to Federal and State agencies;

Prepares information for dissemination to County employees as occasioned by new or changed County or external policy;

Formulates and implements new automated and manual systems;

Directs the enrollment and processing of employees coverage in various benefits areas (health and dental insurance, retirement systems) and analyzes employee eligibility for such plans;

Insures the timely reporting of enrollment to outside agencies for inclusion in the County's benefit coverage;

Oversees the monitoring and verification of employee benefit claims using the T.R.I.M.S. system, the termination of employee benefit coverage, the billing and collection of employee share and the distribution and posting of charge backs;

Coordinates the dissemination of employee health benefit information;

Conducts special studies to assess more economical and efficient benefit systems and plans.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of automated compensation and fringe benefits systems and procedures; good knowledge of the principles and practices of administration; good knowledge of wage and salary administration, good knowledge of Federal and State laws and regulations such as the Fair Labor Standards Act, ERISA, Social Security Act and Unemployment Insurance laws that impact on salary, pension and benefits administration; ability to plan and delegate complex tasks and insure their timely completion; ability to effectively communicate orally and in writing; ability to interpret complex statistics and present logical reports; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* and six years of payroll or benefits administration experience, two of which must have been in a supervisory capacity; or (b) a Master's Degree in Business or Public Administration may be substituted on a year for year basis for the experience in (a), however, the specialized experience must be included; or (c) a satisfactory equivalent combination of training and experience as defined by (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.