

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Human Resources and Payroll Manager

DEPARTMENT/PROGRAM AREA: Administration

IMMEDIATE SUPERVISOR: Executive Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION: (SUMMARY STATEMENT)

1. Possess a broad knowledge of human resource personnel policies and procedures. Develop, maintain and administer personnel management program encompassing all functional areas of personnel, benefit administration and payroll. Responsibilities include employment, salary schedule administration, benefits administration, training, EEO and payroll processing. Compile and audit various wage reports to include a variety of tax reporting, Department of Labor and Statistics reports. Provide annual reports to Colorado Department of Education. Work with auditors annually to insure SLV-BOCES is in compliance with reporting requirements as they relate to personnel and financial issues in Human Resources. Implement and monitor compensation and benefit programs.
2. Develop policies and procedures of all Human Resource functions of the organization in collaboration with the Executive Director and Program Directors.
3. Maintain the agency employee handbook, updating on an annual basis and distributing to new employees.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. AA Degree or 5 years experience in a related field.
2. Possess exceptional communication skills both verbal and written.
3. Utilize effective organizational and time management expertise.
4. Demonstrate competencies in personnel / payroll / benefits management.
5. Exhibit a broad knowledge of governmental employment and wage/benefit regulations and all benefit programs provided by the SLV-BOCES

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Administer and maintain accurate payrolls to include filing of required reports in a timely manner.
2. Possess extensive, detailed knowledge of agency benefit package(s).
3. Develop and sustain comprehensive, compliant, confidential personnel files.
4. Develop and sustain appropriate personnel policies and procedures for the San Luis Valley BOCES. Recommend changes / revisions to maintain compliance with Federal / State regulations.
5. Develop and maintain the agency Employee Handbook. Changes / revisions occur to this Handbook on an annual basis. Insure distribution to all employees as hired.

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

6. Maintain procedures and materials as well as, new hire packets for employee orientation sessions. Conduct individual orientation sessions at the SLV BOCES for new employees.
7. Conduct salary and/or benefit surveys for implementation, as directed.
8. Recommend, develop and implement EEO policies and program.
9. Conduct extensive, confidential investigations related to compliance complaint and/or guidance in collaboration with Special Education Director and/or Executive Director.
10. Maintain records and compile reports concerning the recruitment, interviewing, hiring, transfers, promotions, terminations and performance appraisals of staff.
11. Assist Executive Director and Program Directors by coordinating employment and termination procedures.
12. Attend meetings and participate on special committees related to San Luis Valley BOCES.
13. CBI/FBI: Pulls CBI/FBI reports on employee's upon notification that their fingerprints have been completed. Completes/submit the triennial CBI audit. Notifies CBI when employee is no longer employed.
14. Serve as HIPPA Privacy Officer.
15. File annual, accurate, timely, CDE Personnel reports electronically.
16. File accurate, timely, quarterly reports 941 to IRS and UTR to state for unemployment.
17. Serve as agency contact for annual Workers' Comp Audit.
18. Maintain database for generation of all employee agreements, renewal letters, and staff directory information.
19. Prepare for and attend unemployment hearings as necessary.
20. Maintain the confidentiality of information processed.
21. Develop HR Spreadsheets for annual budgeting for Directors.
22. Coordinate agency Section 125 plan and supplemental insurance plans.
23. Process W2 reports and generate annual W2's.
24. Assist with maintaining agency job descriptions.
25. Assist committees as requested for development of evaluation procedures and timelines for various employee groups.
26. LEAVE ACCOUNTING: Monthly processing of agency employee leave information to include; leave code set up and assignment to individual; data entry of individual leave requests. Maintain balance screens and all leave records for employees. Reconcile at year-end.
27. PAYROLL PAYABLE PROCESSING: Manage the payroll vendor assignment process. Send direct deposit ACH to bank at least one day before payday. Print payroll checks if necessary and mail to employee on payday. Balance all payroll benefit and deduction invoices. Send electronically Federal/Medicare, State, PERA and PERA 401-k transactions and any other deductions as needed. Resolve out of balance issues, terminations, additions to billings. Make adjustments if supplemental payroll runs are performed. Following payroll, process monthly payroll payables to include the running of reports from the payroll/invoice system to balance to vendor invoices. This process to be done in a timely manner as there are deadline penalties.

28. SICK LEAVE BANK Maintain the sick leave bank. Update for new participation and for withdrawals. Assess each participant if the bank falls below the required amount.
29. SAFETY TRAINING: conduct or arrange for three safety trainings per year to help keep insurance rates lower.
30. EXIT INTERVIEWS: Mail exit interview to employees after separation of service. All responses will be kept confidential and compiled as a group for the Executive Director.

IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

1. Demonstrate expertise in computer software; Word, Excel spreadsheet, e-mail. Proficient and accurate data entry skills.
2. Exhibit exceptional public relations skills

V. EVALUATION PROCEDURES:

The position will be evaluated using procedures outlined and defined by the San Luis Valley BOCES' policies and procedures.

VII. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined annually by the San Luis Valley BOCES Board of Directors on an annual basis. The individual employee's notice of assignment will stipulate the salary, and number of contracted days (work year), applicable benefits and position assignment of the employee.

VIII. DISCHARGE FOR CAUSE: The employee may be discharged for cause upon the grounds set forth in section 22-63-301, C.R.S. (but the procedures and other provisions of that article shall not apply). The Board shall not arbitrarily or capriciously call for the employee's discharge for cause, and the employee shall have the right to receive with a written statement of charges, notice of hearing, a fair hearing before the Board (no member shall claim to be disqualified for any reason), and the right to be accompanied by legal counsel at her sole expense. In the event of discharge for cause, no severance payment or other compensation for the remainder of the term of this Agreement shall be due the employee, except for fringe benefits accrued but unpaid as of the date of discharge according to established Board policy applicable to licensed administrative employees. Nothing in this paragraph shall be construed so as to limit or restrict or as a precondition on the right of the either party to pursue legal remedies otherwise available at law or equity.

IX. TERMINATION FOR REASONS OTHER THAN CAUSE:

- A. By Employee. The employee may elect to terminate this Agreement by giving notice in writing within the time periods specified in paragraph below.
- B. By the Board. The Board may elect to terminate this Agreement for reasons other than cause

by giving the employee written notice of such termination. In the event of termination for reasons other than cause during the first Contract Year, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder amounting to six (6) months' salary, at the rate then in effect. In the event of termination for reasons other than cause during the final Contract Year during the term, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder that is equal to the balance of the salary payable to employee for six (6) months' salary or the remainder of such Contract Year as of the date of termination, whichever is less. Should such termination occur during any renewal term, the lump sum payment shall be the lesser of the balance due for the remainder of the renewal term or six (6) months' salary, at the rate then in effect.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date