

### JOB INFORMATION

Job Code	EB23
Job Description Title	Exec Dir, Benefits and Payroll
Pay Grade	HR16
Range Minimum	\$125,380
33rd %	\$167,180
Range Midpoint	\$188,070
67th %	\$208,970
Range Maximum	\$250,770
Exemption Status	Exempt
Approved Date:	12/17/2024 11:45:57 AM

### JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Benefits

### JOB SUMMARY

Reporting to the AVP, Human Resources, this position provides leadership and directs Auburn University's employee benefits, rewards, payroll, wellbeing and work life programs, ensuring alignment with university goals and compliance with state and federal regulations. Develops and implements an innovative total benefits philosophy and strategy that supports the University's mission.

### RESPONSIBILITIES

- Directs benefits administration to include, but not limited to, assessing, designing, developing, implementing, and administering employee health, welfare, and retirement plans. Monitors and evaluates the programs for legal compliance, best practice and continual improvement. Serves as chair of the University Insurance & Benefits Committee, University Retirement Plans Committee, and serves on the Faculty Salaries and Welfare Committee.
- Oversees the university payroll function to ensure timely completion; accurate accounting, remittance and reporting; and compliance with all applicable laws. Monitors and evaluates the programs for legal compliance, best practice and continual improvement.
- Oversees employee engagement and recognition programs, including but not limited to the Employee Service and Recognition program, Spirit of Excellence, and Employee Appreciation Week. Ensures events are planned and carried out effectively. Monitors and maintains budgets. Monitors and evaluates the programs for legal compliance, best practice and continual improvement.
- Oversees leave programs including vacation, sick leave, FMLA, Salary Continuation, disability coordination, return to work, and other leave related benefits.
- Oversees the unemployment process ensuring compliance with regulatory and legal regulations and requirements, monitoring for fraud and abuse, and staying on top of trends. Ensures responses to claims and attendance at unemployment hearings.
- Directs the administration of the university's drug testing program ensuring legal compliance, including DOT and DOD requirements.
- Manages the daily operations of the employee benefits, payroll, and employee engagement and recognition programs sections of the department, to include, but not limited to, monitoring expenses and managing budget resources; evaluating the structure and team plan for continual improvement; and serving as a liaison with vendors/consultants.
- Oversees all vendors' service delivery, vendor management, contract negotiation, reporting, and process improvements. Manages relationships with benefits, payroll and programs' vendors and monitors performance. Ensures vendors provide appropriate support to the university.
- Directs compliance, monitoring, and continuing research of benefits, payroll and rewards/recognition related laws and regulations including, but not limited to, HIPAA, COBRA, S125 Cafeteria Plan rules, and PPACA,

## RESPONSIBILITIES

IRS/state tax regulations and FLSA. Develops policies, processes and procedures, and revises to keep current with practice, laws and regulations and campus needs.
<ul style="list-style-type: none"> <li>Advises and provides guidance, training and policy interpretation to campus executives, supervisors, HRL's and employees regarding benefits, payroll and rewards/recognition programs. Establish relationships and demonstrates consultative approach to problem solving.</li> <li>Directs department related communications, training programs, and websites; acts as an information resource and representative of the Human Resources department to constituents across campus; Represents HR on campus committees and throughout campus.</li> <li>Directly supervises a team of HR professionals, which includes prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained and following policies and procedures; and makes recommendations for hiring, terminations, and disciplinary action. Oversees the daily operational workflow of departments.</li> </ul>

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	In Accounting, Human Resources, Health Administration, Management, Business Administration, Industrial/Organizational Psychology or related field.	and	10 years of	Experience in implementing and administering employee benefits plans (including self funded health insurance and retirement plans) and complying with benefits-related laws/regulations.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of payroll and benefit policies and procedures, accounting and budget principles, practices, and the analysis of financial data.

Knowledge of relevant laws, regulations, guidance/policy related to benefits including but not limited to, COBRA, PHI, ACA, FMLA, Flexible Spending Accounts, retirement plans, and health plans, etc.

Advanced understanding of human resources business environment of a large complex employer with basic understanding of policies and operating procedures.

Preferred knowledge of Banner HR.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Vision Requirements:

Ability to see information in print and/or electronically.