

JOB INFORMATION

Job Code	EB23
Job Description Title	Exec Dir, Benefits and Payroll
Pay Grade	HR16
Range Minimum	\$122,920
33rd %	\$163,900
Range Midpoint	\$184,390
67th %	\$204,870
Range Maximum	\$245,850
Exemption Status	Exempt
Approved Date:	7/30/2021 11:04:55 AM
Legacy Date Last Edited	2/23/2016

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Benefits

JOB SUMMARY

Directs Auburn University's employee benefits and payroll programs, ensuring alignment with university goals and compliance with state and federal regulations.

RESPONSIBILITIES

- Directs benefits administration to include, but not limited to, develops and administers health/welfare and retirement plans, as well as researches, designs, and evaluates all plan offerings and serves as chair of the University Insurance & Benefits Committee, University Retirement Plans Committee, and serves on the Faculty Salaries and Welfare Committee.
- Directs benefits-related communications, training programs, and websites; acts as an information resource and representative to constituents across campus.
- Manages the daily operations of the benefits and payroll sections of the department to include, but not limited to, monitoring expenses, developing processes and procedures, and serving as liaison with vendors and consultants.
- Directs and conducts monitoring and continuing research regarding compliance with benefits-related laws and regulations including, but not limited to, HIPAA, COBRA, S125 Cafeteria Plan rules, and PPACA.
- Oversees the university payroll function to ensure timely completion, accurate account, and compliance with all applicable laws.
- Responsible for ensuring that legal obligations are met for the creation, retention, and proper disposal of both paper and electronic records.
- Completes special projects related to benefit and payroll services at the AVP's request.

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	7 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.	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

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 records management theories, practices, rules and regulations.

The use of automated systems, software and equipment associated with records management.

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

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.