



## Job Description

<b>Position:</b>	Benefits and Compliance Administrator
<b>Department:</b>	Administration
<b>Reports To:</b>	Executive Director
<b>Job Status:</b>	Full Time
<b>Classification:</b>	Exempt
<b>Salary:</b>	\$65,000 to \$70,000/annually (BOE)

### GENERAL DESCRIPTION:

The Benefits and Compliance Administrator works closely with a DCS-contracted human resources and payroll management company to oversee and administer DCS' human resources activities, processes, and programs, including coordinating employee relations and support matters. In addition, undertakes administrative assistant functions as assigned by the Executive Director and/or the Executive Team.

### ESSENTIAL JOB FUNCTIONS:

- Provides management, planning, and support, including recruiting, compensation, benefits, and training and development.
- Assists in maintenance and development of policies and procedures, including standard practices, within the employee handbook.
- Ensures compliance with employment laws and other legal requirements such as OSHA, FLSA, FMLA/CFRA, COBRA, and others.
- Manages information relevant to wage and salary planning, such as pay matrixes, employee surveys, and market pay assessments.
- Acts as custodian of records and maintains records of employee personnel files.

### STAFFING

- Oversees staffing processes and procedures throughout the employee lifecycle, including recruitment, selection, integration, development/management, succession, and separation.
- Manages staffing onboarding and offboarding using Human Resources Information Systems (HRIS).
- Administers plans and strategies to recruit and retain qualified staff.
- Works closely with Executive Team and Managers in coordinating professional development and training opportunities for staff.
- Advises managers in handling grievances and interpretation of personnel records; oversees the preparation of various personnel reports.

### PAYROLL

- Monitors and finalizes staff timesheets for payroll.
- Prepares, processes, and distributes payroll and all payroll-related documentation.
- Assures timely completion and distribution of semi-monthly payroll; act as a liaison to contracted payroll services as needed or appropriate.
- Reviews the filing of payroll taxes for audit purposes.
- Coordinates implementation and maintenance of Human Resource Information Systems (HRIS).

### **BENEFITS**

- Assists with administration of health benefit plans, pension plans and other programs.
- Coordinates benefits enrollment for staff, including serving as a liaison between employees and benefits providers and explaining benefit plans and programs to staff.

### **ADMINISTRATIVE**

- Assists with administration of DCS liability insurances: Director & Officer Liability, General/Umbrella Liability and Worker's compensations.
- Files and maintains appropriate documents in a timely manner.
- Coordinates Special Projects as assigned.

### **MISCELLANEOUS**

- Represents the agency in dealing with federal, state and local agencies. Prepare reports and statistics as required or requested.

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Attends monthly staff meetings.
- Participates in the Safety Committee.
- Fulfills other duties as assigned by the Executive Director.

### **QUALIFICATIONS:**

**Education:** Master's degree preferred, Bachelor's degree in Business Administration, Human Resources, or demonstrated knowledge or experience in related field.

**Experience:** Three years' experience in Human Resources management or related field; proven knowledge of federal, state and local laws and regulations pertaining to Human Resources. Familiarity with American Deaf Culture and knowledge about Deaf and Hard of Hearing people preferred. Fluency in American Sign Language (ASL) required. Ability to maintain high level of confidentiality required. Technical skills in use of computers and Microsoft software programs.

**Skills:** Ability to perform general administrative and office tasks requiring independent judgment with speed and accuracy. Learn, interpret and apply organizational policies, laws, rules and regulations. Ability to take initiative and work independently, multitasking and thrive under pressure with competing deadlines. Must be proactive and communicative. Strong effective organizational skills with ability to prioritize workload and meet deadlines. Excellent writing and verbal communication skills. Technical skills in use of computers and Microsoft software programs. Ability to work well in a team-oriented, diverse environment is required.

### **CORE COMPETENCIES:**

- **Professionalism**—Approaches others in tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Communication**--Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Managing People**--Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to

staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

- **Strategic Thinking**--Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

- **Equity**--Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds and supports an equitable workforce.

- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**BENEFITS:** DCS offers a comprehensive employee benefit package to full-time employees which includes medical, dental, vision, life insurance and long term disability. Flexible Spending and Dependent Spending Accounts, as well as, other voluntary benefit coverages. All employees have access to an Employee Assistance, Discount Program and 401K retirement options.

**OTHER BENEFITS:** Generous paid Personal, Sick and Vacation leave for full time employees. In addition, DCS observes twelve paid Holidays per year

**APPLICATION DEADLINE: Open Until Filled**

**TO APPLY**-submit the following:

1. Resume, typed; and
2. Cover Letter, video in ASL

**Email:** [careers@dcsofsd.org](mailto:careers@dcsofsd.org)

Human Resources Deaf Community Services of San Diego, Inc.  
1545 Hotel Circle South, Suite 300  
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