

**Manager, Benefits & Compensation  
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=243702>

Downloaded On: Aug. 31, 2024 10:18pm

Posted Aug. 26, 2024, set to expire Sep. 9, 2024

**Job Title** Manager, Benefits & Compensation  
**Department** People, Culture, & Tech Services  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Aug. 26, 2024

**Application Deadline** 09/09/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Accounting & Finance

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**Apply By Email**

**Job Description**

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**Manager, Benefits & Compensation  
San Diego Community College District**

**Closing Date:** 9/9/2024

**Position Number:** 011652

**Location:** District

**Position Type:**

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Classified

### The Position:

Posting Details (Default Section)

Closing Date: 09/09/2024 Open Until Filled Yes Classification Title Manager, Benefits & Compensation Working Title Recruitment Limits Location District Pay Information Range 3 (\$8,879.37- \$14,463.57) per month based on the 2024 Management Salary Schedule.

New employees -Initial salary placement is commensurate with related experience. Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook.

This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 011652 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Management Range 3 Department People, Culture, & Tech Services The Position Applications are currently being accepted for Manager, Benefits & Compensation in the People, Culture, and Technology Services Division of the San Diego Community College District. The position is located at the District Administrative Office in Mission Valley.

Under the general direction of the Associate Vice Chancellor, Employee Services, plan, coordinate, lead and administer the benefits and compensation functions; operate as the subject matter expert and escalation point to resolve issues; provide technical personnel management advice and assistance; ensure maximum effectiveness and productivity, including the timely and accurate processing of benefits enrollments, wage and salary administration, and voluntary retirement plans. Consult with management/administration to define standards and approach for department operations.

Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications

- Bachelor's Degree in Human Resources, Business Administration, Finance, or a related field.
- Master's Degree or higher in a related field or relevant certifications such as Certified Employee Benefit Specialist (CEBS) or Certified Compensation Professional (CCP) are advantageous.
- Extensive experience in managing employee benefits and compensation programs, including

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- medical, dental, vision, life, disability insurance, and flexible spending accounts.
- Proficiency with HRIS and ERP Systems, preferably PeopleSoft
  - Experience in maintaining and optimizing HR systems, including the creation of queries and reports.
  - Strong IT skills with the ability to coordinate with IT departments and manage system upgrades and enhancements.
  - Advanced data analysis skills to conduct complex research, analyze data, and develop actionable insights from ERP databases.
  - Experience with legislative compliance and the ability to interpret and implement legislative changes affecting benefits and compensation programs.
  - Experience with salary schedules and adjustments resulting from collective bargaining.
  - Proven ability to manage and review financial aspects of benefits and compensation, including reconciliations and audits.
  - Ability to lead and motivate a team, manage projects, and represent the organization effectively.
  - Comfort with representing the organization at meetings, conferences, and other forums.
  - Meticulous in handling data, preparing reports, and ensuring compliance with policies and regulations.

**Foreign Degree:** Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

**Commitment to Diversity:** All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. **Special Instructions to Applicants:** The People, Culture, and Technology Services Division will complete the recruitment process through an anonymous screening format as a means to minimize implicit bias in the screening of applications. The anonymous screening format of applications refers to the process of reviewing applications without revealing the personal information of the applicants, such as their name, gender, or other potentially biased details. This approach aims to eliminate unconscious biases, promoting fair and objective evaluation based solely on the experience of the applicants. By anonymizing applications, screening committees create a more inclusive and diverse hiring process.

1. Complete the online application, including examples and outcomes listed within the Duties section of your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;

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3. Cover Letter;
4. Resume; AND,
5. Three (3) professional references included within the online application.

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc.). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) **Screening Orientation:** Tuesday, September 17

**Tally:** Tuesday, September 24

**Interviews:** Tuesday, October 8

**Second Interviews:** Friday, October 11 Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position); Including Foreign Degree Evaluation, if applicable.
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;** AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.
- Employed on an initial contract of up to two (2) years that is eligible for renewal for up to a subsequent two-year period.

**EMPLOYMENT AFTER RETIREMENT**

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If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01695

### Major Responsibilities:

### Qualifications:

### Desired Qualifications:

- Bachelor's Degree in Human Resources, Business Administration, Finance, or a related field.
- Master's Degree or higher in a related field or relevant certifications such as Certified Employee Benefit Specialist (CEBS) or Certified Compensation Professional (CCP) are advantageous.
- Extensive experience in managing employee benefits and compensation programs, including medical, dental, vision, life, disability insurance, and flexible spending accounts.
- Proficiency with HRIS and ERP Systems, preferably PeopleSoft
- Experience in maintaining and optimizing HR systems, including the creation of queries and reports.
- Strong IT skills with the ability to coordinate with IT departments and manage system upgrades and enhancements.
- Advanced data analysis skills to conduct complex research, analyze data, and develop actionable insights from ERP databases.
- Experience with legislative compliance and the ability to interpret and implement legislative changes affecting benefits and compensation programs.
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### Licenses:

### Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

People, Culture, & Tech Services



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