CLASS SUMMARY:

Under general direction, the Benefits and Fiscal Manager plans, organizes, coordinates, and supervises the operations of the benefits unit within the Department of Human Resources; manages the Countywide database that supports human resources activities including the accurate payment of salaries and benefits to County employees; serves as the fiscal officer for the Department of Human Resources, and acts as a working supervisor by performing the most complex, technical, and sensitive assignments.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Director of Human Resources** which has management level authority over the operations and activities of the Department of Human Resources.

- **Assistant Director of Human Resources** which has the responsibility for the management over the recruitment, staffing and classification services of the Department of Human Resources.

ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Manages the Human Resources Management System (HRMS) database that supports the Countywide payroll activities including the accurate payment of salaries and benefits to employees of the County and special districts: maintains the human resources information to ensure accurate implementation of daily processing and reports; ensures that personnel information is updated; provides input to computer systems staff for implementation of changes to earnings, deductions, and benefits programs; gathers and processes benefit plan changes and new requirements; develops specialized queries; assists in developing project plans and timelines; serves as an information source for Information Technology staff and key users to implement changes; verifies system functionality by testing; coordinates training of end users; coordinates and implements system upgrades and updates; reviews and identifies effects of changes on internal and system processes; provides input for development of system interfaces and reports; troubleshoots system problems; interfaces with representatives of other departments to establish, modify and/or correct errors in the HRMS.

- Is responsible for the management, administration, and communication of the County’s group insurance programs including medical, dental, vision, life, long term disability, flexible spending, retirement, and 457 deferred compensation plans; conducts comprehensive compensation studies; brokers benefits contracts and renewals; performs related day-to-day activities as required.

- Directly supervises the technical and paraprofessional staff of the department: interviews applicants and recommends selections; assigns, directs and prioritizes work; approves leave requests and time sheets; evaluates performance; recommends or proposes disciplinary actions; provides career development mentoring; etc.
M Manages department fiscal and budget activities: maintains fiscal and budgetary integrity and compliance of department programs; develops the annual budget, administers approved budgets and monitors expenditures; projects year-end expenditures and revenues; analyzes costs; projects trends in expenditures; justifies projections and explains variances; analyzes and reports to management the impact of increases in fixed costs or other actions; manages billing/collections by reviewing incoming bills, resolving disputes, and authorizing payments; determines over-expenditures requiring transfer of funds and processes transfer requests; coordinates/participates in year-end closing process; develops and prepares financial and statistical reports, schedules, spreadsheets, and forms; coordinates audit activities.

M Manages contracts and compliance: monitors and oversees contract development for annual department contracts, particularly those employee benefit contracts related to health insurance plans; manages development, distribution, and evaluation of requests for proposals and bid proposals; coordinates actuarial studies; requests contract approvals and amendments; supervises claims for payments to contractors and monitors contract budgets; implements and updates database for contract management; develops contract monitoring tools and reports; monitors quality control, data collection, and outcome management; develops auditing guidelines; performs audits to monitor contractual compliance.

M Manages the clerical support operations of the department: reviews procedures, practices and work methods to increase effectiveness and efficiency of operations; coordinates the flow of work performed in support of several functional units by providing central authority and dissemination of information; determines proper assignment of functional responsibilities.

M Assists in evaluating the efficiency and effectiveness of department programs, operations, procedures and practices: directs and/or participates in administrative studies or management projects; coordinates the preparation and implementation of departmental procedures, guides, position descriptions, desk reference manuals and other resource materials; prepares annual reports and other public relations documents on services and activities.

M Performs other duties of similar nature or level as assigned.
EDUCATION, TRAINING AND/OR EXPERIENCE

Either:
Bachelor's Degree in Business Administration, Public Administration, Accounting, Finance or closely related field from an accredited college or university; 
and
Three years of experience in a public or private agency which included working with a Human Resources Management System as well as experience in benefits administration, budget administration, contract management, and/or human resources administration.

Or:
Seven years of experience in a public or private agency which included working with a Human Resources Management System as well as experience in benefits administration, budget administration, contract management, and/or human resources administration.

LICENSES/CERTIFICATIONS REQUIREMENTS:

Driver's License Class C

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:
- Laws, policies, regulations and procedures governing local government human resources management system processes.
- Generally accepted standards and principles associated with human resources management systems.
- Personnel tracking and position control systems.
- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, and conflict resolution.
- Governmental budgeting, contracted services, and financial analysis practices.
- Public contracting principles and practices to include Federal and State law, methods of purchasing by specification and competitive bidding, and contract administration techniques.
COUNTY OF SOLANO
CLASS SPECIFICATION
BENEFITS AND FISCAL MANAGER

- Oral and written communications, business correspondence, and report writing.
- Standard office procedures, practices, equipment, personal computers, and software.
- Office methods and practices.
- County operations and programs, organization, policies and procedures.
- Techniques of administrative analysis, office management and the application of data processing to personnel programs.

Skills in:
- Supervising the work of others engaged in providing human resources management services including benefits administration by effectively delegating responsibility and authority to others, determining and evaluating levels of achievement and performance and securing cooperation and teamwork among professional and/or support staff.
- Interacting with other management level employees to identify and solve Countywide human resources management system related problems and to improve human resources management system services.
- Understanding, interpreting and explaining laws, regulations, and policies governing personnel program operations.
- Communicating effectively both verbally and in writing to include narrative and statistical reports.
- Demonstrating tact and diplomacy.
- Reading, understanding, and interpreting computer printouts containing payroll/personnel data.
- Projecting consequences of decisions.
- Understanding and communicating goals and objectives of the department.
- Establishing and maintaining cooperative working relationships.
- Collecting and analyzing data to establish/identify needs and evaluate program effectiveness and understanding program objectives in relation to departmental goals and procedures.
- Complying with laws, regulations, and professional practices governing personnel program services and operations.
• Analyzing administrative and fiscal problems and making appropriate recommendations;

• Collecting and analyzing data to establish needs and evaluate program effectiveness to include understanding and analyzing expenditure reports.

• Maintaining accurate records and documenting actions taken.

• Organizing and prioritizing work assignments.

• Researching regulations, procedures and/or technical reference materials.

• Maintaining confidentiality of information.

• Explaining and applying policies, procedures and processes.

• Developing and monitoring budgets.

• Using modern office equipment, computers and related software applications.

• Representing the office and communicating information and ideas clearly, concisely and effectively

• Working with various cultural and ethnic individuals and groups in a tactful and effective manner

• Evaluating and resolving unusual situations using County policy and procedures.

• Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
COUNTY OF SOLANO  
CLASS SPECIFICATION  
BENEFITS AND FISCAL MANAGER

**ADA Requirements:**
Positions in this class typically require crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Other Requirements:**
Independent travel is required.

**Approval by:**

[Signature]

Marc Fox  
Director, Human Resources  

10/2/2012  
Date

**Class History Information:**

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