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Manager of Benefits and HRIS

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

The Manager of Benefits and HRIS reports directly to the Assistant Head of School for Finance and Operations. The position responsibilities include: 50% Administration of 403(b) plan, worker's compensation, and all medical, vision and other insurance benefits for the School. Maintains current and accurate benefit personnel files. Prepares and manages the audit of 403 (b), worker's compensation and insurance benefits; 45% Super user for ADP and lead on ensuring full use of and development of HRIS; and 5% Payroll backup.

Essential Duties/Responsibilities:

- Manages cost-effective benefit programs (i.e., medical, dental, vision and other health/welfare plans, retirement, etc.), including: (1) assist the Assistant Head of School for Finance and Operations in working with third-party service providers to negotiate and execute employee benefit plans; (2) administer employee benefit plans; (3) develop specification for new benefit plan offerings and/or modifications to existing plans; (4) conduct annual open enrollment process; (5) maintain accurate records of benefit plan participation; (6) resolve employee benefit concerns, including processing "Qualified Life Event" mid-year enrollment changes; (7) review and approve monthly carrier invoices and ensure premium payments are accurate and timely; (8) work with third-party service provider to ensure COBRA enrollments and compliance; (9) prepare annual employee benefit summaries and oversees distribution; (10) complete annual Affordable Care Act (ACA) reporting. Super User in SmartBen (Benefit Administration System) and Gatekeeper (ACA System).
- Manages workers' compensation program, including (1) reporting employee injuries; (2) communicating with carriers regarding injured employees; (3) working with brokers to compare quotes and plans and handling renewals; and (4) completing annual OSHA 300A Log. Working under supervision of the Controller, works to ensure 5500 forms are accurate and submitted in

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accordance with deadlines. Serves as a member of the School's Safety Committee and attends quarterly meetings.

- Working under the supervision of the Controller, oversees Parker's 403(b) plan, including (1) serving as subject matter expert on participation eligibility and contribution policies and limits; (2) coordinating quarterly 403(b) Investment Committee oversight and deliverables; (3) managing the auto-enrollment and annual auto-escalation processes; (4) working with New Pinnacle to coordinate annual contracted mailings; and (5) overseeing other plan administration matters. Act as the primary interface to the firm selected to perform an annual audit of the 403(b) plan and ensure timelines and deadlines are met.
- Serve as Super User for Human Resource Information System (HRIS) ADP, including (1) ensuring full use of ADP system, including making recommendations for enhancements and/or upgrades; and (2) preparing ad hoc reports as requested from Division/Department Heads and others.
- Serves as Payroll support/back up. While this position is not the payroll manager, the position can effectively provide support and back up to Payroll as and when needed.
- Responsible for health and safety duties including (1) working with Director of Security, Environmental Health and Safety to periodically review and revise the School's *Injury and Illness Prevention Plan* (IIPP); (2) coordinating annual TB testing and CPR Certification, ensuring accurate records are kept; (3) coordinating annual Flu Shot Clinic for employees; (4) serve as a member of the Wellness Committee; and (5) coordinating school-wide health fairs as needed.

Qualifications:

- Bachelor's degree, preferably in Business Administration or a closely related field (preference for a Master's degree and/or a professional certificate in Human Resources)
- At least 10 years of relevant experience in progressively responsible Human Resources positions (with some preference given to candidates with experience at a school or other not-for-profit entity).
- Hands-on experience in all aspects of benefits management, retirement plan administration and HRIS.
- Proactive problem-solver with the ability to work collaboratively with others across the entire organization.
- Strong business acumen with the ability to analyze data and synthesize information into an actionable format.
- Demonstrated aptitude for making continuous improvements (e.g., automation of systems or processes).
- Exceptional oral and written communication skills, including the ability to make executive-level presentations.
- Proven ability to communicate effectively with all levels of staff and management and external parties, and represent the company to internal and external groups.



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- Excellent organizational and planning skills with a track record for delivering work product on or before mandated deadlines.
- Excellent interpersonal skills, include a hands-on, service-oriented, and client-driven attitude.
- Demonstrated advanced proficiency with HRIS databases (ADP which is current FPS system)
- Proficiency in standard software applications (e.g., Google Office and Microsoft Office).

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:

Name: Katharine Wardle

Title: CFO

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

Email Address: kwardle@francisparker.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

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Application Process:

A cover letter, resume, and completed application should be submitted electronically to:

Katharine Wardle, Assistant Head of School for Finance and Operations

kwardle@francisparker.org

<https://www.francisparker.org/about-us-/employment>

Please indicate the position you are applying for in the subject line

www.francisparker.org

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