



Human Resources Manager – Payroll and Benefits Specialist

Priority consideration date: August 25, 2015

Tacoma Community College (TCC) invites applications for a full-time exempt **Human Resources Manager** in our Payroll and Benefits section. The Manager will plan and administer insurance and retirement benefits, payroll, and leave programs (FMLA, Shared Leave); develop and conduct new employee orientations; administer L&I and return to work; conduct agency reporting; and oversee development and utilization of the employment, benefit and payroll HRIS systems. *If you're ready to become part of an exceptional community committed to supporting TCC staff and students, we'd love to hear from you.*

The salary range is \$60,000 to \$70,000 per year, DOE/DOQ. TCC offers a generous benefits package to include life, health, dental and long-term disability insurance; state retirement; vacation leave; sick leave and holiday pay.

TCC is a comprehensive community college located in the beautiful Pacific Northwest, just 35 miles south of Seattle. We are a diverse, creative, and engaging institution - recognized nationally as an Achieving the Dream "Leader College." The Tacoma-Pierce County area, located on beautiful Puget Sound and framed by the Cascade and Olympic mountain ranges, offer residents and visitors a wealth of cultural and recreational opportunities.

Minimum Qualifications:

- Bachelor's Degree in Human Resources, Public or Business Administration, or closely related field from an accredited college or university.
- Five (5) years of professional experience in payroll and benefit administration or equivalent education and experience.
- Three (3) years of management experience.
- Experience interpreting and applying laws, contract language, implementing regulations, and policies in a diverse community.
- Computer literacy; experience using business management software.

The full position description, qualifications, and application information are available at <http://www.tacomacc.edu/abouttcc/employment/>

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