



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Deputy for Benefits, Payroll, and Financial Services

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

\$120,298 - \$173,900

CONTACT

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE

Speech/Hearing impaired persons may contact the Federal Relay Service at 1-800-877-8339 TTY

POSTING DATE

December 13, 2021

DEADLINE FOR APPLICATIONS

December 27, 2021 Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

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DEPUTY FOR BENEFITS, PAYROLL, AND FINANCIAL SERVICES

Department: Senate Disbursing Office

Reports to: Financial Clerk of the Senate and Assistant Financial Clerk

NATURE OF WORK

This is professional administrative work managing the federal retirement, benefits, and payroll processes and functional systems for the Senate. Work includes directing, coordinating, administering, and evaluating the functions of the Employee Benefits, Healthcare Administration, Payroll, and Financial Services Sections of the Senate Disbursing Office. Work is bound by Title 2 and Title 5 of the U.S. Code; Code of Federal Regulations; Office of Personnel Management (OPM) and Internal Revenue Service (IRS) regulations; DC Health Benefits Exchange (DCHBX) interpretations and guidelines; Section 1312 of the Affordable Care Act (ACA); Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; and Disbursing Office procedures, practices, and guidelines, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Oversee productivity, efficiency, accuracy, and administration of all aspects of the functional side of the Senate Payroll System. Develop and implement initiatives as required by law or regulations, or those identified as beneficial to the Senate, related to pay administration, transmission, taxation, benefits administration, or withholding. This includes all activities from inception and proof of concept through requirements gathering, specifications development, data cleansing and conversion, all levels of testing through implementation; and post-implementation roll-out and regression testing.

Oversee administration of pay, continuance of pay, Student Loan Program (SLP), tax and deduction processes handled by the Payroll Section, as well as transmission and reporting of pay. Plan, develop, and implement policies, procedures, initiatives, and system enhancements relating to pay, tax withholding, SLP, and other deductions from pay. Ensure security of pay data.

Ensure that all levels of software maintenance are timely and effectively tested and implemented (e.g., modifications, upgrades, tax updates, and patches). Monitor the system for known deficiencies via validation reports, queries, and error monitoring. Request additional queries, reports, and system modifications as needs are identified. Understand system functionality and the effects that modification, upgrades, and other changes may have on functionality and downstream systems.

Oversee administration of benefits and processes handled by the Employee Benefits and Healthcare Administration Sections. Plan, develop, and implement policies, procedures, initiatives, and system enhancements relating to the administration of federal retirement and benefits programs and employee recordkeeping for the Senate. Advise all levels of Senate staff on benefits of the Senate; develop program objectives and performance goals and monitor progress toward their attainment; identify and resolve areas needing improvement. Coordinate and administer Bill Files and payment of invoices

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



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related to Federal Employees Dental and Vision Insurance Program (FEDVIP) and Flexible Spending Act (FSA). Act as liaison to third-party administrators. Ensure security of data.

Act as primary Senate liaison to DCHBX and coordinate activities between Senate Healthcare Administration (HCA) and DCHBX. Develop tools and procedures for efficiently processing Bill Files and invoices for DC Health Link (DCHL) enrollment and premiums, to include funding pass-through to OPM. Perform final review of monthly Bill File processing and confirm monetary adjustments. Coordinate, reconcile, and calculate disbursement of Medical Loss Ratio (MLR) Rebates received from DCHL carriers; and draft and provide recipient communications.

Perform all aspects of the Annual Designation Period and processing of New Hire Designations throughout the year and act as office liaison to Senate offices and staff. Develop forms, notices, and training; provide confirmation, interpretation, and processing of all Designations received and reconcile as necessary with submitting offices. Coordinate with Sergeant at Arms technical staff on system upgrades, edits, and saving of historical eligibility data. Develop, sort, and provide uploads to Senate Payroll System and DCHL systems for annual eligibility. Develop and issue eligibility communications to staff.

Analyze and interpret proposed legislation and regulatory changes to determine the impact to the Senate's benefits programs, pay administration, tax withholding, and Senate employment status. Research and prepare comments, opinions, and recommendations on administration, complexity, and potential unintended consequences for consideration by legal counsel, policymakers, and recognized program experts; translate new retirement and benefits legislation and regulations into program goals, actions, and services; research new developments in benefits administration; and implement program improvements that would enhance the quality of work life for Senate employees.

Develop specifications for Payroll System modifications to implement new legislative and regulatory requirements affecting benefits of Senators and staff; evaluate proposals developed by computer support staff or contractors for feasibility and effectiveness; coordinate Payroll and other system updates with computer support staff or contractors; participate in the design of new Payroll subsystems for security, data entry, and reporting; and direct the testing, documentation, and implementation of system changes and the training of staff.

Represent the Senate involving matters related to federal retirement and benefits programs; maintain contact with other federal agencies, state and local governments, educational institutions, and professional organizations to keep current and informed.

Develop training materials, notices, and guidance for staff, Office Administrators, Senators, Senate employees, and external entities. Provide educational and informational presentations to groups internal and external to the Senate. Develop and distribute information, guidance, and reminders via Senate-wide mailers and e-mail blasts to Senators and Senate staff.

Oversee administration of financial accountability, swearing in of staff, and external communication provided to staff and offices by the Disbursing Office Front Office. Take lead in developing and updating office forms and Webster (Senate Intranet) information. Plan, develop, and implement

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policies, procedures, initiatives, and system enhancements relating to Front Office activities. Ensure security of data.

Develop policies and procedures and implement internal controls to process and deliver employment-related services; oversee a variety of record retention and internal and external report-processing functions.

Direct the work of staff; set objectives, goals, priorities, and time lines; assign and review work; provide guidance; ensure staff compliance with policies and instructions; approve leave, evaluate performance, and make recommendations for hiring, terminating, rewarding, and disciplining staff.

Maintain current knowledge of the Senate Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions. Work requires frequent walking, standing, bending, extended sitting, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, scanner, fax machine, and calculator.

Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree in business administration, finance, or a related field, with 8 to 10 years of government pay and benefits management experience with supervisory responsibility, and the following knowledge, skills, and abilities:

Knowledge of the laws, regulations, and systems involved in payroll, taxation, federal retirement, and benefits program administration.

Knowledge of effective supervisory practices and techniques.

Knowledge of the Senate as an institution.

Knowledge of the Senate's payroll system functionality, subsystems, features, and interfaces.

Ability to interpret and apply new laws and regulations to program services.

Ability to analyze pay, taxation, and benefits legislation, regulations, and other information and determine relevance and impact to Senate programs.

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Ability to use a computer and relevant computer software programs.

Ability to interact with high-level Senate officials using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Ability to convey complex content in an understandable manner through excellent oral and written communication.

Ability to handle confidential/sensitive matters and materials in a professional manner.

Ability to plan, supervise, and evaluate staff.

Ability to implement operational guidelines and procedures.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

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