

Union Public Schools Job Description

Position Title: Benefits Manager
Department: Human Resources
Reports To: Associate Director of Human Resources
Executive Director of Human Resources

FLSA Designation: Exempt

SUMMARY: Supervises and manages employee benefits staff and programs to optimally utilize budgeted benefits resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Plans, implements, administers and provides leadership and direction for the District's benefit programs.
- Leads administration of self-insured medical plan, with the assistance of the District's benefits consultant and other insurance committee members; includes analysis of claims, proposed plan design changes, analysis for premium setting, etc.
- Prepares, collects and compiles statistical and other pertinent data for administration of self-insured health plan and for other benefit-related purposes.
- Troubleshoots between District and third-party administrators as well as with outside insurance providers.
- Facilitates administration of the District's employee clinic, employee wellness program, and vaccination initiatives.
- Sets/organizes periodic meetings for the insurance and clinic committees and reviews/amends agendas as per current issues.
- Supervises compliance with COBRA, ADA, FMLA , and other benefit-related laws.
- Facilitates compliance with HIPAA privacy requirements.
- Tracks legislation affecting employee benefits, including Health Care Reform legislation.
- Implements modifications to existing benefit programs.
- Researches unemployment claims, maintains records; attends telephone hearings, and performs other duties related to administration of unemployment compensation claims and benefits.
- Facilitates administration of 403(b) and 457 plans; tracks and implements related legal requirements.
- Prepares and submits benefit-related, required reports to District officials, companies, state and national regulatory bodies.
- Answers and resolves higher-level employee questions regarding benefits plans.
- Notifies employees and labor union representatives of changes in benefits.
- Assists in employee relations functions related to employee benefits.
- Facilitates benefits focus group (consisting of certified and support personnel) to elicit employee input regarding District benefits.
- Communicates to employees, both verbally and in written form, the specifics of benefit plans and related procedures for enrollment, claims and subsequent changes to plans.
- Leads informational meetings as a trainer/speaker for benefits topics.
- Prepares benefit-related requisitions for the purchase of benefit-related goods, coverage, or services.
- Researches policy and/or laws and regulations to resolve benefit-related questions.

*Benefits Manager
Created 3/2002
Revised 2/2008
Revised 7/2011*

- Assists in determining terms of contracts with outside vendors; facilitates taking contracts to the Board of Education for approval and facilitates subsequent required signatures.
- Drafts and/or assists with preparation of memos to be taken to the Board of Education for approval of District benefit offerings.
- Maintains premium spreadsheets for District benefits.
- Administers District sick bank and sick leave donation programs.
- Analyzes and edits (as necessary) benefit-related contracts, summary plan document(s), and other documents under the benefits area of responsibility.
- Assists with routine discipline related to absenteeism, leave utilization, and other leave/benefit compliance issues.
- Analyzes and assists with implementation of benefits-related software; works with various software applications for optimal data analysis and reporting purposes.
- Works well with supervisors and other members of the team.
- Supervises two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises two or more full-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Five years related, high-level insurance administration experience and/or training; college degree and experience with self-insurance medical plan preferred; or equivalent combination of education and experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to use a personal computer with database, spreadsheet and word-processing software. Ability to multi-task in environment with limited periods of uninterrupted work time. Knowledge of or ability to learn personnel legal terminology and insurance terminology. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and

the school community. Ability to communicate with District employees, outside vendors and others with tact and professionalism. Ability to speak clearly and concisely both in oral and written communication. Ability to maintain strictest confidentiality. Ability to perform duties with awareness of all District requirements and the Board of Education.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. This person will regularly work with a computer and will spend significant amounts of time utilizing the keyboard and looking at data on a computer monitor. Employee must have hand, finger and wrist mobility sufficient to perform keyboarding motions. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may occasionally lift up to 50 pounds, as in the case of boxes of insurance brochures or boxes of files.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.