

MANAGER - BENEFITS AND SALARY

Purpose Statement

The job of Manager - Benefits and Salary was established for the purpose/s of managing department operations; directing communication and implementation of benefits and contract administration; monitoring compliance with financial, administrative and legal requirements; and supervising department personnel.

This job reports to Associate Superintendent of Human Resources

Essential Functions

- Analyzes information and data from a variety of sources (e.g. insurance carriers, agents, and commissioner representatives; healthcare providers; consultants; technology systems; attorneys; government agencies, etc.) for the purpose of ensuring that benefits options and systems are developed and implemented in compliance with legal requirements and district goals and objectives.
- Collaborates with a variety of internal and external stakeholders (e.g. district staff, managers/administrators; leadership team; district committees; Safekids Coalition; community organizations; insurance carriers, agents, and commissioner representatives; health care providers; consultants; attorneys, etc.) for the purpose of conveying and/or receiving information; problem-solving and generating recommendations; and developing positive working relationships.
- Coordinates internal and external benefits-related programs and/or activities (e.g. contracts; procedures/processes; department staff professional development activities, workshops, trainings, etc.) for the purpose of ensuring the administration and implementation of contract provisions, laws, regulations, rules and related matters that meet district goals and objectives.
- Develops and designs a variety of programs/activities (e.g. healthcare and benefits systems/procedures; communications/presentations; special projects; program budgets; technology systems; data-building; professional development activities and/or trainings, etc.) for the purpose of ensuring services are delivered in alignment with department and district goals and objectives and within budget.
- Facilitates a variety of meetings and/or activities related to district benefits (e.g. district personnel, benefactors; department meetings and team-building activities; school-site meetings; trainings; updates on benefits processes and program and legal requirements, etc.) for the purpose of presenting necessary information for making decisions/recommendations; increasing the efficiency and effectiveness of benefits-related communication in the district; and enhancing excellent customer service.
- Implements department programs and procedures (e.g. technology systems (LINKS, etc.); district benefits programs--health, medical (FSA, HRA, HSA, COBRA, etc.), dental, life, disability plans, including district enrollments; professional development and trainings, etc.) for the purpose of delivering services in compliance with legal requirements and district goals and objectives.
- Manages department operations (e.g. budget; other financial documents/reconciliations; Insurance department; required state and federal reports; benefits documents/materials; benefit eligibility; data compilation/generation; communications; procedures/processes; and projects/programs, etc.) for the purpose of maximizing the efficiency of the work unit; meeting legal/financial requirements and district goals and objectives; and ensuring the delivery of excellent customer service.
- Participates in a variety of meetings (e.g. HR Subcommittee, HR leadership meeting, trainings, in-service activities, workshops, conferences, classes, mediations, etc.) for the purpose of increasing professional knowledge and conveying and/or gathering information required to perform functions.
- Researches a variety of HR benefits topics (e.g. current technologies; trainings; trends and methods; communication strategies; laws and regulations, etc.) for the purpose of improving department processes/procedures; matching/forecasting trends with district needs; and making recommendations to Associate Superintendent of HR.
- Responds to inquiries from a wide variety of internal and external stakeholders (e.g. district-wide administration and personnel; government agencies; community organizations; benefactors/retirees; benefits providers, etc.) for the purpose of providing information; interpreting benefits/department policies and procedures; facilitating communication among parties; and/or providing direction.

- Supervises assigned personnel (e.g. hiring, evaluating, terminating, planning, scheduling/coordinating activities, training, advising, mediating, etc.) for the purpose of maximizing the efficiency of the work force; meeting legal requirements and department and district objectives; and ensuring the provision of excellent customer service.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate documents.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operational characteristics, services, and activities of a benefits program; benefits/insurance management theory, principles and practices; pertinent codes, policies, regulations and/or laws (e.g. HIPPA, COBRA, Medicare, etc.); principles of supervision, training and performance evaluation; and modern office practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; motivating and developing staff and team building; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and interpreting and applying the policies, procedures, laws and regulations pertaining to assigned programs and functions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

AHM (Academy for Healthcare Management) certification required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

8/1/2011

Salary Grade

Exempt 81X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____