

Director, Employee Benefits/Insurance Management

Manages the strategy, budget, special projects/programs, and day to day operation of the Employee Benefits/Insurance Management Department, including administration of the self-funded insurance programs for Health, Dental, & Pharmacy, Workers Compensation, Short Term Disability, Medical and Family Leave Programs, Property & Casualty Insurance Programs and administration of Employee Health, Wellness, CPR & first aid training courses.

Manages the purchase and RFP bidding processes; TPA vendor selection for all insurance products and benefit programs including Third Party Administrators; stop loss coverage for health; property and casualty insurance; and group and supplemental life insurance programs. Manages the retiree health program, including GASB 45 reporting and the retiree drug subsidy program; the day to day administration of the flexible spending programs; the USD 259 early retirement and KPERS retirements programs; and the voluntary 457 and 403b retirement programs.

Facilitates communication, strategic planning and oversight of the self funded health, flex and wellness plans/benefits with the Employee Health Advisory committee and Administrative Review. Oversees the compliance of all benefit programs, including COBRA, HIPPA, ERISA, DEFRA, TEFRA, ERRP, Medicare Reporting, Patient Protection Affordable Care Act (PPACA), Health Reform initiatives, and ADA. Engages benefits consulting and actuarial services to perform trend and market analysis and identify opportunities for plan and program design changes and cost reduction. Manages/supervises/oversees the PeopleSoft benefits programs, including eBenefits; Benefits Administration; the MicroNiche stand alone software claims administration program for worker's compensation; medical leave; and property damage programs.

Develops strategies and communicates benefits and wellness programs to employee, administration, the Board of Education, the unions and serves as a resource to the negotiations teams.

Degree required. Must have knowledge of Kansas and Federal law, as it relates to health plans, dental plans, pharmacy benefits, flexible spending benefits, health reform, insurance contracts, worker's compensation, disability claims, tort claims, school districts, and insurance.