

Job Code 03LL
Professional Exempt
Revised May 2018

DISTRICT BENEFITS MANAGER

QUALIFICATIONS

A. REQUIRED

- Two years of college in business, human resources, insurance administration or equivalent
- At least four years related work experience
- High aptitude for technical methods of communication
- Demonstrated aptitude in the use of computer applications, word processors, database programs and spreadsheets
- Good working knowledge of accounting principles and software for creating complex reports from databases
- Proficient in MS Word, Excel, PowerPoint and Outlook
- Demonstrated knowledge of word-processing applications and data entry procedures
- Superior customer service skills
- Prior supervisory experience
- Equivalent combination of education/training/experience

B. DESIRED

- Prior related experience obtained in a school district
- Employee Benefits Certification

SUMMARY

This employee is responsible for the administration of District's Employee Benefits Program. The position encompasses supervisory and technical responsibilities in the District's Employee Benefits Office. Work is carried on with considerable latitude for independent judgment and initiative.

Reports to: Associate to the Superintendent

ESSENTIAL FUNCTIONS

- Administer the District's insurance benefit program (medical, dental, life and voluntary insurance options), annuities, early retirement programs and other related benefit plans under the direction of the Associate to the Superintendent/General Counsel
- Serve as liaison between the District, insurance representatives and Third Party Administrators on issues pertaining to the District's Employee Benefits Program
- Supervise the fringe benefits office and is responsible for the maintenance of the employee life, medical, dental and disability programs

- Supervise and evaluate Employee Benefits Office personnel
- Administer and supervise the Sick Leave Donation Program
- Manage and coordinate the District's Wellness Program and maintain relationships with participating agencies/organizations
- Ensure district compliance with Governing Board policies and relevant laws including, but not limited to, ADA, FMLA, COBRA
- Administer the Reasonable Accommodation Program
- Counsel and inform employees about insurance benefits
- Responsible for COBRA administration
- Assist in formulating and developing benefits policies and procedures to administer the employee fringe benefits program
- Maintain awareness of contractual and legal requirements for benefits programs and advises the Associate to the Superintendent of the same
- Work with the Associate to the Superintendent to resolve difficult or sensitive insurance problems
- Evaluate and streamline processes for employee benefit programs
- Evaluate and implement, as appropriate, technology to improve benefits functions
- Oversee procurements for fringe benefits
- Review and assure compliance with Federal and Arizona Statutes as it affects employee benefits
- Facilitate and ensure the annual enrollment of all eligible employees in all insurance plans (i.e. medical, dental, life and voluntary insurance options) and complete any change forms that are needed for these plans
- Coordinate and facilitate new employee benefits orientation sessions
- Verify employee insurance coverage when requested
- Revise and/or update the "Employee Benefit Handbook", handouts, and brochures as appropriate
- Lead all meetings of the District's Insurance Advisory Committee and the District Safety Committee
- Advise employees of insurance plan changes in a timely manner
- Develop budgetary projections for benefit costs and premium deduction schedules
- Prepare Governing Board Agenda items for Benefits related actions
- Reconcile invoices and mail warrants to appropriate companies
- Maintain the District's Benefits website
- Promote positive community relations through cordial, effective communication with the public
- Maintain harmonious working relationship with co-workers and all other District personnel
- Facilitate and participate on various committees as needed
- Effectively communicate with a wide variety of people
- Coordinate work flow and procedures between Employee Benefits and other departments

- Ensure the efficient operation of the District's Employee Benefits Office on a daily basis
- Coordinate leave of absence requests and related functions
- Promote and support district wide educational advancement in 21st Century skills
- Integrate knowledge and skills that are relevant to the 21st Century
- Perform other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills for documents and data
- Ability to work with frequent interruptions and meet deadlines
- Ability to supervise the work of others
- Ability to maintain emotional control under stress
- Ability to sustain extended and/or irregular work hours and problem situations
- Ability to work alone and as part of a team
- Ability to multi-task in an office setting
- Ability to interpret policies and communicate to others
- Ability to solve difficult client problems and issues
- Ability to analyze, synthesize and "see the big picture"
- Ability to appropriately handle confidential information and records
- Ability to organize work and handle high volumes of information
- Ability to research, analyze and formulate decisions quickly
- Ability to exercise judgment in accordance with established guidelines
- Ability to concentrate for extended periods of time
- Ability to operate phone, computer and digital equipment