



## DIRECTOR, EMPLOYEE BENEFITS

Rev. Aug 2025

**Job No.: 2708**

**Reports to:** Chief Human Resources Officer

**Dept./Campus:** Human Resources

**FLSA Status:** Exempt

**Pay Grade:** 207

**Term:** 226 days

### PRIMARY PURPOSE

To oversee the strategic design, implementation, and maintenance of the district's employee benefits program, including all medical plan, voluntary benefits, employee wellness, employment law advisory services, and HR metric development.

### ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

### MAJOR RESPONSIBILITIES AND DUTIES

- Lead staff to deliver services aligned with strategic goals, monitor, and adjust procedures to meet changing environment and optimize efficiency.
- Communicate and collaborate between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction.
- Translate core organizational beliefs and values into action through personal leadership and example; oversee resource allocation to effectively support district goals; and implement/maintain accountability measures of/for assigned area.
- Oversee the development and design of the district's benefit programs to ensure market competitiveness, enhance employee recruitment and retention, and provide a program that benefits the whole employee.
- Consult with benefit consultants, third-party administrators, and service providers on self-funded medical insurance, voluntary benefit programs, and voluntary retirement plans.
- Preside over the district's Benefits Advisory Committee for plan management and appeals process.
- Present to Board and Executive Team on strategic benefits programs and recommendations.
- Monitor and review benefits claims data and provide trend analysis on loss exposure and cost containment.
- Develop and implement sound procedures and strategies to improve benefit program effectiveness; compile budgets and cost estimates for effective program development and management; and ensure programs and funds are managed prudently.
- Ensure robust communication and marketing for employees on the benefits offered to them through the district.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

**SUPERVISORY RESPONSIBILITIES**

- Supervise Benefits staff.

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Bachelor's degree in human resources or related field required.
- PHR, SPHR, CBP, and/or CEBS certification preferred.
- Progressively responsible experience in managing and designing benefits programs required.

**Knowledge/Skills/Abilities:**

- Knowledge of acceptable human resource methods and practices; human resource budgeting principles and practices; acceptable supervisory practices; TEA, TASB, and related Texas rules, regulations; and employee medical and supplemental benefits administration, including self-funded medical plan program management.
- Skill in consulting with diverse groups utilizing tact and diplomacy, both verbally and in writing; developing and presenting training modules related to employment areas; implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction; leading efforts to design, implement, measure and improve programs and services; making oral and written presentations; researching and analyzing data and reports; analyzing data to provide meaningful information for management decisions; and researching and analyzing data and reports; and making oral and written presentations.
- Ability to communicate effectively; build effective working relationships across a diverse organization; effectively respond to inquiries and complaints in a timely manner; problem-solve using sound judgment in decision-making; meet frequent and changing deadlines with a high attention to detail; multi-task; manage multiple priorities and projects; maintain composure and professionalism at all times; manage assigned staff, including evaluating job performance and developing training opportunities and/or improvement plans; plan and present effective training for large groups and apply continuous improvement philosophy; analyze/interpret data and statistics; interpret and manipulate data and convert to graphs and charts; and operate personal computer, word processing, spreadsheet software packages.

**Mental/Physical/Environmental Demands**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints; organize and prioritize work schedules of others on long-term basis; make decisions which have significant impact on the department's credibility, operations and services; compose material such as detailed reports, work-related manuals, publications of limited scope or

All LISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

impact and to make presentations outside of the immediate work area; formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations. Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models; work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel; handle difficult conversations and deescalate employees, staff, and parents; work with frequent interruptions, and maintain emotional control under stress.

- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching; and occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel; and work with frequent interruptions and maintain composure and professionalism at all times.