



Tolleson Union High School District #214
Benefits Manager

Purpose

The job of a Benefits Manager is for the purpose of overseeing all aspects of employee health benefits including but not limited to the administration of medical, dental, vision, life insurance, and other option employee benefits. The Benefits Manager will manage all medical, dental, and vision claims, flexible spending accounts, health savings accounts, COBRA, and Tax-sheltered Annuity contributions. Responsible for presenting employee benefits information to all District employees; resolving employee problems with insurance carriers and/or workers compensation carriers; conducting group and individual benefit orientation meetings.

Qualifications

Required:

1. High school diploma or General Educational Development (GED) diploma.
2. 5 years employee health benefits experience.
3. Must be able to obtain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
4. Obtain and maintain a valid Arizona Class D License.
5. Fundamental knowledge of federal and state laws regarding employee health benefits, worker's compensation, and personnel policies.
6. Experience in Project Management.
7. Knowledge of computer applications that will assist in tracking the activities and success of the program(s).
8. Possesses excellent oral interpersonal relationship skills.
9. Ability to assume responsibility, exercise sound judgment, and handle confidential material and information.
10. Excellent knowledge of the school district and its departments, policies, and procedures.
11. Ability to independently prepare reports and correspondence.

Preferred:

1. Associate degree or higher in a related area.
2. Experience with Visions enterprise software Data Management or similar related software.
3. Bilingual in English and Spanish.

Essential Functions

1. Manages District insurance benefit plans by determining eligibility and/or contribution level for employees and dependents; entering data in appropriate locations; processing claims and maintaining proper documentation.

2. Provides employees with information regarding benefit plans and/or workers compensation benefits, advising them of policies, procedures, and applicable federal, state and local laws.
3. Discusses health benefits premium payment options with employees on leave and makes payment arrangements.
4. Ensures data reporting to COBRA administrator for employees who are eligible for COBRA.
5. Serves as liaison between employees and health benefits vendors, financial institutions, and governmental agencies.
6. Informs employees of changes to health benefits and/or policy.
7. Processes personnel action requests and updates all employee benefits data in the employee management database (Visions).
8. Processes benefit enrollment, changes, and cancellation forms to ensure accurate payroll deductions and maintaining adequate employee benefits information.
9. Manage employee health benefits files for all employees.
10. Manages all aspects of employee health benefits open enrollment including coordination between the District and benefit providers.
11. Manages all aspects of employee health benefits fairs, wellness fairs, and other employee wellness events.
12. Conducts annual employee benefits open enrollment meetings and health benefit meetings for new hires as needed.
13. Maintains inventory of all materials regarding benefits available to District employees and/or retirees, including provider directories and enrollment forms.
14. Processes all billings, including reconciling monthly statements to participation counts, and employee payroll deductions.
15. Submits necessary census data to employee benefits providers.
16. Manages all District retirees with the Arizona State Retirement System for monthly COBRA insurance reimbursements provided to the District.
17. Prepares and submits all required Federal and State reports (i.e. OSHA report); ensuring compliance with all federal and state regulations.
18. Under the supervision of the Director of Business Services, acts as Health Insurance Portability and Accountability Act (HIPAA) privacy officer; ensures District compliance with all HIPAA laws and regulations.
19. Recommends changes in benefit policies, office procedures, and forms to ensure better facilitation of the enrollment process, provision of services, and overall administration of the benefit plan to the Chief Financial Officer.
20. Supports administration in the completion of assigned tasks.
21. Participates in technology training or other workshops, meetings, and seminars to keep abreast of legal requirements pertaining to benefits, Arizona State Retirement System, and HIPAA to ensure continuing professional development and legal compliance.
22. Cross trains with other members of the Business/Payroll Department to provide assistance as needed.
23. Collaborates to modify/improve automated and non-automated processes and procedures as required.
24. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: regularly required to talk and hear; frequently required to use hands to touch, handle, or feel objects, tools, or controls and use a keyboard or keypad; regularly type or enter data using a computer keyboard; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships; ability to write reports, business correspondence, etc.; ability to effectively present information and respond to questions from administrators, staff, and the general public; ability to communicate effectively in a variety of media; ability to interface effectively with other departments, school personnel, and business contacts from outside of the District; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

Responsibility

Responsibilities include: working under supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: the employee will be required to reach with hands and arms; some lifting, carrying,

pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity; the employee regularly stands, walks, bends, and sits; the employee is occasionally required to climb, or balance and stoop or kneel; the employee may occasionally lift and/or move up to 20 pounds. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. The employee will regularly work indoors. The noise level in the work environment is moderate to low. Travel between District campuses and to locations outside the District is required.

Reports to:	Director of Business Services
Terms of Employment:	Twelve-months, full time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Exempt
Salary Range:	Initial Placement Salary Schedule for Administrative/Support Exempt Personnel, Manager
Board Approval:	March 26, 2024 (Revised)