

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	Manager, Employee Benefits	REPORTS TO:	Director, Payroll/Benefits
DEPARTMENT:	Employee Benefits	CLASSIFICATION:	Classified Manager
FLSA:	Exempt	SALARY GRADE:	026
REVISED:	April 19, 2016		

BASIC FUNCTION:

Plan, organize, control and direct the administration of employee benefit services for employees and retirees; provide on-going staff education and development; participate in and recommend strategies for employee benefit programs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, control and direct the administration of employee benefit services; provide continuing education and development of staff; evaluate the performance of assigned personnel. **E**

Direct employee benefits programs including group medical, dental, vision care, life insurance, Section 125 cafeteria benefits and other employee benefits programs as assigned. **E**

Lead and oversee implementation, configuration and maintenance of the District's enterprise business software as it relates to employee benefit plans/programs. **E**

Represent the District in collective bargaining proceedings related to Health and Welfare Benefits programs; oversee the implementation of negotiated agreements. **E**

Provide direction to consultants and third party administrators for District self-funded dental and vision benefit programs. **E**

Exercise fiduciary responsibility for the District's self-funded dental and vision programs and trust funds. **E**

Maintain documentation and record employee relations agreements and activities, collective bargaining and employee benefits programs. **E**

Represent the District in employee benefits complaint resolution procedures. **E**

Determine premiums to be paid to group insurance providers; determine employee eligibility for the District's group insurance plans, provide eligibility information to plan administrators. **E**

Develop internal control and audit procedures to assure accuracy in eligibility, enrollment and termination transactions and premiums/claims/billing invoices and payments. **E**

Negotiate contracts and rates for insurance carriers, contracts and fees paid to third-party administrators and/or consultants for the District's self-funded dental and vision insurance programs; audit claims and premium payments; review practices and policies for improvements. **E**

Prepare requests for bids and proposals. Develop bid/proposals lists; finalize specifications to be followed in bid process; review and evaluate responses, conduct provider negotiations and make selection recommendations. **E**

Develop procedures for bids and proposals, and administration; recommend and implement improvements in processes; ensure District staff follows established procedures. **E**

Plan, organize and implement long and short-term programs and activities designed to develop and improve assigned programs and services; develop and implement policies and procedures related to assigned responsibilities and aligned with District goals. **E**

Develop and prepare the annual preliminary budget for the Employee Benefits Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Conduct research and special studies related to employee benefits proposals and collective bargaining proposals including costs. **E**

Represent the Employee Benefits Department as a member of the Health and Welfare Committee; coordinate the activities of the committee. **E**

Work with employee organization representatives to develop, coordinate and implement modifications to employee benefits plans and employee relations activities. **E**

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in internal related functions; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions. **E**

Advise management staff, employees and employee organization representatives on policies, procedures and interpretation of laws, rules and regulations pertaining to employee benefits programs. **E**

Participate in local and state-wide activities to control the cost of employee benefit programs. **E**

Provide training for District staff on employee benefits programs; provide benefit counseling services for classified and certificated staff. **E**

Review and interpret legislation related to health benefits to assure District compliance with laws and procedures related to employee benefits; implement obligations under federal and state law; make recommendations on changes which may result in more efficient operation of the District. **E**

Operate a computer and assigned software programs; operate other office equipment as assigned. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in employee benefits administration, human resources, business administration or a related field and minimum of five years of recent progressively responsible experience in employee benefits administration, human resource administration, business management and/or labor relations.

Experience in the health and dental insurance field, self-funded plans, COBRA regulations, HIPAA and FLMA administration, and with a variety of third party service providers is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation.
Certification in Human Resources, CEBS and/or CBP is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Employee benefit laws and regulations governing qualified benefits programs.
Group insurance benefits plans design and administration
State and Federal laws governing benefit programs.
Effective presentation skills.
Effective communication skills.

ABILITY TO:

Compose, write or edit a variety of internal and external general business correspondence.
Evaluate and interpret the effect of various plan design considerations using mathematical, quantitative and analytical skills.
Develop and manage complex programs, procedures and processes and to prioritize and manage the work of staff.
Contribute to a professional work environment by demonstrating integrity, promoting teamwork, and fostering positive communication.
Coordinate and prioritize multiple tasks with little supervision.
Understand, explain and communicate complex employee benefit rules, regulations and district policies and procedures.
Maintain absolute confidentiality in all district matters.
Anticipate problems and recommend solutions.
Train and evaluate the performance of assigned staff.
Read, understand and interpret legal language contained in all district held benefits and provider contracts.
Negotiate initial and renewal contracts for all benefit and administrative providers.
Implement and apply rules, regulations and policies and procedures.
Plan, organize and implement employee benefit changes, open enrollment and educational meetings.
Research, negotiate, select and implement additional non-district paid benefits to improve and enhance the wellness and lives of the SDUSD employees and their families.
Oversee and coordinate inter-departmental correspondence and communications.
Communicate with district administration and officers of outside organizations.
Coordinate activities, resolve issues or concerns and to exchange information.
Coordinate functions of the Employee Benefits Department

WORKING CONDITIONS:

ENVIRONMENT:

Office Environment

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone, and to make presentations; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 07/10/13

Job Code 1625A

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