

BENEFITS MANAGER

POSITION SUMMARY

Under the direction of the Risk Administrator, this position manages all functions associated with the administration of the District's employee benefit program district-wide. The incumbent in this position coordinates and manages all aspects of employee benefits, to include, but not limited to: health insurance, dental, vision, long term disability insurance (LTD), basic and voluntary life insurance, flexible spending account plans, employee assistance program (EAP), wellness clinic, and accounts reconciliation. In collaboration with the Licensed Benefits Coordinator (licensed staff) and Classified Benefits Coordinator (Classified staff) the incumbent coordinates open enrollment. This position is the District's point of contact with the Oregon Educators Benefit Board (OEBB). Assists with employee insurance benefit inquiries and claims resolution issues. Ensures compliance with and reporting requirements as mandated by state and federal laws. Fully engaged with the operation of HR Information System, benefits section. Maintain positive relationships with all internal and external customers. The incumbent in this position is part of the HR Core Management/Administrative Team.

ESSENTIAL FUNCTIONS

- Manage and schedule employee benefits enrollment and insurance premium payment processing. Provide direction to human resource staff responsible for processing employee benefit transactions.
- Coordinate and correspond with various internal and external customers, such as external agencies and benefit plan administrators (external); directors, departments and staff (internal).
- Maintain in-depth knowledge and expertise in employee benefits services, makes recommendations on pending legislative actions regarding benefits, conduct benefits research, responds to benefits issues, and answer benefits queries.
- Manage the configuration and data set-up tables of the Lawson HR/Payroll system, benefits section, in relation to how these tables affect how employee benefits transactions are edited and processed throughout the system.
- Analyze the flow of employee benefits data and develops internal procedures, guidance, and training for staff to facilitate the timely and accurate update of employee information and benefits records.
- Identify necessary changes in business processes to ensure efficient and accurate workflow and the best utilization of system capabilities in order to fit the District's business needs. Works with HR staff to develop and implement improved processes.
- Develop on-line queries and reporting tools. Coordinate with District's HRIS Specialist and OEBB technical analysts as needed.

- Performs troubleshooting in the processing or retrieval of employee benefits data in Lawson –HRIS.
- Under the direction of the Risk Administrator, works directly with OEBB management team to administer and manage the District's employee benefits plan, to include, but not limited to health, dental, and vision plans, premium rates, group life, long-term disability and voluntary life insurance programs.
- Under the direction of the Risk Administrator, obtain and confirm bids, negotiates agreements with providers and monitors compliance and implementation of said agreements.
- Researches and recommends to the Joint Benefits Committees (JBC) cost containment strategies and options.
- Ensure compliance with Federal and State laws, including, but not limited to Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPPA), Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), etc.
- Assists employees with questions regarding health insurance benefits and assists employees in resolving claims issues.
- Actively participate in the design and testing of new HRI systems, automated processes and reporting tools. Designs testing scripts to adequately test system functionality related to employee benefits processing. Participates in unit and system testing to ensure proper functioning of systems.
- Identifies changing systems needs due to legal or contractual changes affecting benefits.
- Researches and evaluates complex human resource and employee benefit issues; develops effective solutions and options; develops costing and implementation proposals.
- Participates in strategic planning for human resource functions and services; recommends goals and objectives and oversees and/or participates in the development and implementation of human resources policies and procedures.
- Develops and implements short and long-term work-plans and sets priorities.
- Provides support to the Risk Administrator.
- Performs related duties as assigned.
- Positive interaction with a diverse population of staff and customers of diverse backgrounds, learning styles and socio economic and ethnic backgrounds.
- Self directed, works with minimal supervision.

SUPERVISORY RESPONSIBILITY

The incumbent in this position works under the direct supervision of the Risk Administrator. This position may supervise classified staff.

MINIMUM QUALIFICATIONS

- Four years of progressive professional experience in the management of an employee benefits program. Experience with developing and implementing employee benefit programs and human resources information systems, preferably in a large and complex organization.
- Bachelor's degree or equivalent from an accredited college or university in human resources, business or public administration, or a related field. CEBS/GBA/SHR/SPHR/GPHR certification desirable.
- Experience with or working knowledge of at least one complex human resources and payroll computer based system (HRIS), preferably the Lawson HR Management System.
- Advanced knowledge of spreadsheet and database applications, data query tools, word processing software, electronic mail and internet search tools. Knowledge of and experience in Access preferred.
- Working knowledge of relational database design principles and standard system practices regarding use of production and test environments preferred.
- Working knowledge of human resources management principles and practices in all human resources programs preferred.
- Experience with Federal and State employee benefit laws involving employee benefits (Such as COBRA, HIPAA, FMLA, OFLA, etc).

An equivalent combination of education and experience which provides the requisite knowledge, skills, and abilities may be considered. This determination is made by the Human Resources Department.

INCUMBENTS MUST PASS POLICE/FBI BACKGROUND CHECK

CLASSIFICATION/COMPENSATION INFORMATION

Grade 4 of the salary schedule under the Statement of Understanding between 4J Association and Lane County School District No. 4J, Board of Directors (4JA).