



Human Resources Manager - Liability Insurance and Benefits

Position Summary

Human resources manager for liability insurance and benefits is responsible for administration of employee benefits in all company operations. As needed, this position provides special guidance and assistance to all locations on various employee benefit plans. This position surveys industry and/or community to determine the District's competitive position in employee benefits. This position develops, recommends and installs approved, new or modified plans and employee benefits policies and supervises administration of existing plans. This position develops cost control procedures to assure maximum coverage at the least possible cost to company and employee. Under general supervision the human resources manager for liability insurance and benefits performs work of considerable difficulty coordinating and administering public risk management and employee benefits administration. This position performs related work as assigned.

Supervisory Relationship

The Human Resources Manager for Liability Insurance and Benefits reports to the Assistant Superintendent for Administrative Services. This manager will supervise classified staff.

Essential Functions

1. Oversees and administers the District's property and liability insurance, safety, worker's compensation and employee benefits programs.
2. May supervise staff.
3. Reviews current insurance legislation to determine necessary changes in insurance requirements and coverage.
4. Makes purchasing recommendations and manages various liability, property and specialty insurance policies.
5. Provides information and assistance to district safety committee.
6. Develops policies and procedures for loss prevention and risk control.
7. Provides assistance, guidance and trainings to departments regarding liability, risk issues and contract administration.
8. Oversees administration of worker's compensation insurance program.
9. Collaborates with the Safety Officer in development and implementation of safety training programs for compliance with OSHA regulations and other federal, state or local requirements.

10. Conducts research and prepares a variety of comprehensive statistical and administrative reports.
11. Reviews district contracts for insurance requirements and transference of risk.
12. Administer employee benefits programs such as retirement plans; medical, dental, vision plans; life insurance plans; temporary disability programs; and wellness programs.
13. Evaluate and compare existing district benefits with those of other employers by analyzing other plans, surveys and other sources of information. Plan, develop and/or participate in area and industry surveys. Analyze results of surveys and develop specific recommendations for review by management.
14. Develop specifications for new plans or modify existing plans to:
 - a. Maintain district's competitive position in labor market, and
 - b. Obtain uniform benefits package for all employees, where possible.
15. Develop census data and solicit insurance companies for quotations. Evaluates quotation and make recommendations to the Joint Benefit Committee (JBC) and district administration. Develop company cost information for new plans and make premium cost share recommendations to the JBC.
16. Install approved new plans or changes to existing plans by preparing announcement materials, plan summary documents and other media for communicating plans to employees. Conduct employee meetings and arrange for enrollment. Advise and counsel management and employees on existing benefits.
17. Prepare and execute, with legal consultation, benefits documentation, such as original and amended plan texts, benefit agreements and insurance policies. Instruct insurance carriers, trustees and other administrative agencies outside the company to effect changes in benefits program. Ensure prompt and accurate compliance.
18. Assist in the development of district bargaining proposals for employee benefits and analyze union benefits demands. Obtain and prepare cost data for company and union proposals and final settlements.
19. Assure district compliance with provisions of Employee Retirement Income Security Act and the Affordable Care Act. Supervise preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies. Review and analyze changes to state and federal laws pertaining to benefits, and report necessary or suggested changes to administration. Coordinate district benefits with government-sponsored programs such as Oregon Educators Benefit Board (OEBB).
20. Develop benefits information and statistical and census data for insurance carriers, district administration and internal stakeholders.
21. Handle benefits inquiries and complaints to ensure quick, equitable, courteous resolution. Maintain contact in person, and by phone or mail, with hospitals, physicians, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
22. Supervise maintenance of enrollment and claims records for all benefits plans.

Required Knowledge, Skills and Abilities

- Ability to establish and maintain positive relationships with all internal and external customers.
- Working knowledge of human resources management principles, benefit laws and state and federal compliance.
- Keen eye for details and exceptional problem solving skills.
- Excellent communication skills, both written and verbal.
- Exceptional organizational and critical thinking skills.
- Reliable and thorough with a deep commitment to accuracy.

Minimum Qualifications

Education:

- Bachelor's degree or equivalent from an accredited college or university in human resources, business or public administration, or a related field. SHRM certification desirable.

Experience:

- 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.
- Experience with or working knowledge of at least one complex human resources and payroll computer based system (HRIS).
- 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.

Human Resources will accept any combination of experience and training that provides the required knowledge, skills, and abilities.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 8
Approved by	Dr. Gustavo Balderas – <i>Superintendent</i> Cydney Vandercar – <i>Assistant Superintendent of Administrative Services</i>
Last revised	October 15, 2018