

BENEFITS MANAGER

Definition

Under general direction to perform a wide variety of professional and technical duties in the management, development and administration of the Worker's Compensation, employee benefit and safety programs of the City; and related work as required.

Supervision Received and Exercised

Direction is provided by the Personnel and Employee Relations Director.

Responsibilities include the direct supervision of subordinate clerical staff.

Examples of Duties

Duties may include, but are not limited to, the following:

Workers' Compensation: Manage and coordinate the City Workers' Compensation Program; includes: prepare annual benefit budget; prepare annual internal chargeback budgets; coordinate functions between City and third-party administrator, worker's compensation attorney, vocational rehabilitation counselors, etc.; promote and facilitate the modified return-to-work program with City staff; analyze claims and approve provider requests for services; make recommendations regarding settlement of claims; analyze laws and legislation; counsel employees regarding claims and benefits; and staff the Disability Committee;

Benefits: Manage and coordinate the City's employee benefit programs, including annual benefit budget preparation; includes: medical, dental, vision, life, employee assistance program, Legal Services, Short-Term/Long-Term Disability, Section 125 plans, COBRA, and retirement; analyze laws, legislation, and requirements regarding worker safety, employee benefits, employee leaves, general personnel related issues; develop recommendations and implement program changes as needed; develop recommendations for plan design and changes in benefit programs, and implement approved changes; counseling employees regarding program requirements and benefits including new employee orientations and exit interviews; coordinates administration of City Public employees' Retirement System functions, providing estimated calculations to employees and retirement counseling; coordinates actuarial studies; responsible for COBRA compliance, including notification of eligible parties, documentation, and collection of premiums; coordinates and oversees consultant preparation of annual premium rates for various benefits plans; performs research and provides advice on benefit issues related to labor negotiations, includes reviewing and preparing contract language; serves as a liaison between employees, the City, and plan administrators, resolving problems regarding benefits, wellness, retirement, and the

Section 125 plan; manages and analyzes provider services; prepares request for proposals; staffs and coordinates a variety of on-going committees related to benefits; conducts employee and staff training on benefit and safety topics.

Personnel Administration: provides support for the City personnel program, responding to inquiries regarding personnel issues; provide Department Heads, managers, and employees with interpretation and application of the Personnel Rules and Regulations, FLSA regulations, FMLA regulations, ADA, MOU's, Fitness for duty, etc; Supervise subordinate clerical staff, approve leaves and schedules, provide on-going management support, prepare and/or contribute to performance evaluations.

Employment Standards

Education and Experience

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major study in personnel, public, or business administration.

Experience: Two years of work experience in general employee benefit and safety program administration and two years of experience in general personnel administration.

Knowledge and Abilities

Knowledge of: Principles and practices of benefit structures, including medical, dental, vision, life, retirement, Section 125, COBRA, and workers' compensation; fundamentals, principles, and practices of self-insurance; Federal, State and local laws applicable to benefits, worker's compensation, safety, and municipal personnel administration; effective methods for office and staff management and supervision; statistical concepts and methods; fundamental principles and practices of personnel administration; training techniques and program development; word processing and spreadsheets.

Ability to: Communicate clearly and concisely, orally and in writing; develop, prepare and present effective presentations to large and small groups; collect, compile and analyze information and data and prepare complete and accurate reports, including the use of computer software for purposes of statistical analysis; coordinate service of contract providers and develop recommendations regarding their performance; establish and maintain effective working relationships with employees, managers, department heads, and outside vendors; supervise, train, and evaluate subordinate personnel.