



## Job Description

Job Title: **Benefits Manager**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **July 2015**

Job Code: **070618**  
 FLSA Status: **Ex – Adm.**  
 Pay Range: **L 10**  
 Work Year: **12 months**

**SUMMARY:** Responsible for managing the benefit team, vendor relationships and plan design, and PeopleSoft HRIS benefit administration program. Provide expertise and insight to senior leadership on employee benefit program. Administer and coordinate daily operations of employee benefit programs, vendor relationships, employee benefits orientation, HRIS entry and maintenance. Make recommendations for enhancement and/or changes to employee benefit package based on cost, employee preferences, system capabilities, and strategic direction. Provide leadership for operational responsibilities to effectively service employees and to ensure benefits are properly administered in a cost effective manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Advise and counsel employees on benefit related issues in accordance with the Certified and Classified Master Agreements and Administrative Program enabling proper and complete utilization of existing and new benefits. Process employee enrollment/change paperwork, and conduct employee orientation meetings. Conduct follow-up surveys, questionnaires, etc. to measure the effectiveness of information provided at orientation and during open enrollment.	D	15%
2. Evaluate and manage relationships with vendors, consultants, and third party administrators to ensure efficient plan administration. Partner with vendors to take advantage of free or low cost programs geared toward employee wellness.	D	15%
3. Manage HRIS benefits system. Review benefit plan rules, premium update, plan changes, work processes, calculation changes, and so forth for all employee groups including charter schools. Make appropriate program plan entries/changes and implement new system processes in HRIS benefit tables to correctly impact employees and achieve efficiency. Run eligibility extracts, create queries, and generate audit reports. Troubleshoot issues with IT, Benefits and HR Processing teams. Utilize quality improvement processes to document procedures and to improve upon processes/procedures.	D	15%
4. Run PeopleSoft Benefits Administration to update benefit enrollment/changes to HRIS. Audit reports to ensure accuracy. Troubleshoot with HR/Processing as necessary. Input enrollment/change data in a timely manner to coincide with transmittal to vendors and district payroll. Ensure that Confirmation Statements are sent to employees. Implement a quality improvement process to obtain feedback from customers of benefits in order to improve communication, processes, etc. in the future.	D	10%
5. Develop, recommend and implement changes in administration of employee benefits and strategy planning for benefit plans. Focus on, create and communicate programs with proactive steps of cost containment, e.g. wellness programs, life style changes. Partner with healthcare or wellness providers to create programs, incentives, informational literature, etc. to help control the cost of benefits by creating opportunities for employees to become healthier.	A	10%
6. Manage the Benefit Team including providing appropriate training, conduct performance evaluations, assign projects, maintain quality assurance, document procedures and implement new administrative processes to achieve efficiency and ensure accuracy.	D	10%
7. Review, create and update summary plan descriptions and applicable policies to ensure accuracy of administration in plan documents.	A	5%
8. Ensure administrative compliance with numerous federal and regulatory requirements relative to employee benefit plans.	M	5%
9. Manage open enrollment process by creating and implementing a project plan, delegating tasks and creating open enrollment documentation and employee communication materials. Conduct employee benefit info meetings. Input and manage HRIS to ensure accuracy.	A	5%

10. Make decisions about interfacing Human Resources processes in the HRIS by interacting with other departments for functional areas (e.g., Recruiting, Employee Services, Payroll and Information Technology) as their work impacts HRIS benefits system. Provide training and documentation to the Benefits Team when processes are impacted; and provide PeopleSoft updates and other valuable or useful information to ensure smooth workflow.	M	5%
11. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Human Resources or related field.
- Minimum of five (5) years of experience in Benefit Administration.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Certificate in professional benefits, such as Certified Benefits Professional (CBP) or Certified Employee Benefits Specialist (CEBS) preferred.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Strong management, supervisory and communication skills.
- Project management skills.
- Knowledge of HRIS database software, PeopleSoft Benefits Administration module preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and HRIS database software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft preferred; required within one month after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Human Resources Director	3099

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Benefit Analyst	2	1337

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for costing analysis of all benefit programs and advising senior management of the total cost of changes to plans along with recommendations.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform*

the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	