



MANAGER, BENEFITS

DEPARTMENT: Human Resources and Equal Opportunity

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - H](#)

POSITION PURPOSE:

Reporting to the Vice Chancellor, Human Resources and Equal Opportunity. The Benefits Manager will be the primary individual responsible for planning and administering the health and welfare programs of the District.

NATURE and SCOPE:

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Responsible for managing the administration and implementation of the District's health and welfare programs including medical, dental, vision, life insurance, long-term disability, employee assistance programs, workers' compensation, COBRA and retiree benefits. Serve as resource to District and provide leadership regarding overall direction of health and welfare programs.
2. Research, analyze and negotiate insurance plan coverage and costs on behalf of the District with plan providers and collective bargaining units. Research and develop alternatives to current programs. Serve as resource to chief negotiator and management team regarding plan utilization, trends and new legislation.
3. Oversee implementation of any plan changes. Provide training to managers to assist with communication and enhance managers' ability to follow and support plan requirements, particularly workers' compensation, ADA and OSHA requirements.
4. Conduct strategic planning, development and implementation of collective bargaining proposals and recommendations for changes to the benefits and workers' compensation programs.
5. Develop and implement policies, procedures and practices that will enhance access to information and customer satisfaction.
6. Work with senior staff, brokers and representatives to evaluate program effectiveness and recommend improvements.
7. Manage communication and education programs to keep all plan enrollees and potential enrollees well-informed of plan contents, options and changes, including retirees. Oversee open enrollment. Conduct trainings and work with vendors as appropriate.
8. Oversee district ADA compliance and coordinate workplace accommodations, including monitoring the return to work of individuals from medical or workers' compensation leaves.
9. Ensure customer questions are answered and issues resolved in a timely manner; directly participate in resolution of complex and challenging issues.
10. Promote and enforce the District's commitment to safety by ensuring that all employees in the division receive appropriate training in hazardous materials handling, storage and disposal and that training is updated as required.

11. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Extensive knowledge of health and welfare programs, including a variety of options and types.
2. Current state legislation affecting District health and welfare programs including applicable sections of California Education Code and Title 5.
3. Applicable federal legislation, guidelines and forms related to such programs as workers' compensation, COBRA, HIPPA, FMLA, ADA and Medicare
4. The collective bargaining process.
5. Record-keeping and report writing techniques.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Demonstrated ability to conduct complex data analysis.
3. Successful short- and long-term planning skills.
4. Originate policies, procedures, forms and instruction manuals or other written materials necessary to support program implementation and function.
5. Oral and written communication skills including persuasive communication, public speaking and drafting of concise contract language.
6. Use a variety of computer software to enter, modify, format and retrieve data.
7. Compose and prepare written materials including graphs and other presentation tools.
8. Maintain confidentiality.

Education and Experience:

1. Bachelor's degree, preferably in business administration, human resources or a closely related field.
2. Five years of experience working with employee health and welfare programs including at least two years in a lead or supervisory capacity with primary responsibility for administering health and welfare programs

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: December 2006

Ed Code: H-11

Creditable Service: PERS