

PERALTA COMMUNITY COLLEGE DISTRICT - June 13, 2012

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**BENEFITS MANAGER
(Management Salary Range 1)
Job Code: 771**

CLASS PURPOSE

Under the direction of the Vice Chancellor, Human Resources and Employee Relations, the Employee Benefits Manager is responsible for the direction, coordination, development, evaluation and compliance of the District's health and welfare programs.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Administer the District Employee Health and Welfare Benefit Programs, including medical, dental and vision care insurance's, life insurance, long-term disability (LTD) insurance, Medicare benefits, and programs mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Plan and administer the District's annual open enrollment(s) including coordination and negotiation with carriers and administrators regarding plan changes; review enrollment forms and other documents for accuracy and forward to appropriate carrier; organize and coordinate annual benefit fairs.
- Administer and track budget allocated to employee benefits, including managing and projecting current and future benefit related cost and long-term planning.
- Establish partnerships with contracted vendors and third party administrators and maintain strong working relationships; actively seek potential cost savings and establish standards of customer service and support provided to the District by vendors/third party administrators.
- Work with the various vendors to conduct employee information sessions and/or trainings on issues such as: work-life balance, 403(b)/investment, Employee Assistant Programs (EAP) offering and other relevant benefits related topics for active and retired District employees.
- Provide analysis, research, and reporting of current and proposed employee benefits plans in support of the District's negotiation teams in collective bargaining.
- Implement changes/updates to rules and regulations, District policies and terms of collective bargaining agreements relating to employee benefits.
- Responsible for ongoing maintenance of information and data relating to active and retired employee benefits.

Job Description: Benefits Manager

- Maintains a process to ensure employee assistance with information for proper filing of claims and problem resolution.
- Maintain data required to administer employee benefits such as District contribution requirements, AB 528, COBRA, and other rules and regulations affecting active, retired and terminating employees.
- Coordinate the compilation or prepare analysis of monthly costs/usage statistics of the District's insurance plans.
- Ensures that monthly insurance invoices are processed and reviewed for accuracy.
- Prepares required reports for benefit plans.
- Train, supervise and evaluate assigned employees.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited institution in business administration, accounting, public administration, human resources, or related field.
2. Three (3) years of comprehensive and increasingly responsible experience in the administration of employee benefits plans and programs.
3. Functional experience managing benefits-related information in an integrated HRIS system, such as PeopleSoft, Banner, Datatel, or similar system.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Provision of the Education Code and other laws, rules and regulations relating to employee benefits.
- Recordkeeping techniques.
- Interpersonal skills using tact, patience and courtesy; technical aspects of field of specialty.
- Modern office practices, procedures and equipment; principles and practices of supervision and training.
- Applicable sections of the State Education Code and other applicable laws.
- Policies and objectives of assigned program and activities.

Ability to:

- Analyze and interpret statistical data and make appropriate recommendations.
- Prepare detailed and accurate reports using a variety of computer software.

Job Description: Benefits Manager

- Interpret laws, rules, regulations and policies and apply them to specific cases.
- Effectively supervise and direct others.
- Assist in the development and design of systems and maintain adequate internal controls and audit trails.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13