



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: EMPLOYEE BENEFITS MANAGER

QUALIFICATIONS:

1. Standard high school diploma or G.E.D.; associate's degree preferred.
2. Five (5) years successful experience with regard to employee benefit programs.
3. Knowledge of office practices, experience with benefit enrollment systems and payroll software applications.
4. Knowledge of word processing and spreadsheet applications.

PHYSICAL REQUIREMENTS: Light; ability to sit and/or stand for long periods of time, climb, reach, bend, stoop and kneel.

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Payroll Officer with the overall functions of the Insurance Department.
2. Coordinates and manages all aspects of employee benefits, which includes health insurance, dental, vision, long-term disability (LTD), worksite products (accident, cancer, critical illness, short term disability), basic and voluntary life insurance, flexible spending account plans, wellness clinic, etc.
3. Ensures compliance with and reporting requirements as mandated by federal and state laws.
4. Provides assistance and direction to Payroll and Risk Management Department staff members with regard to employee benefit transactions.
5. Prepares correspondence and memoranda regarding various employee benefit related problems, issues and concerns.
6. Maintains knowledge and expertise in employee benefit services. Makes recommendations based upon legislation, experiences and/or coverage limitations.
7. Assists in the development and distribution of Open Enrollment information at the beginning of each plan year. Coordinates the Open Enrollment process to ensure that all applicable personnel are notified and have the information needed to make an election during the specified time period.
8. Performs a variety of functions regarding employee benefit programs including providing explanation of program orientation, benefit enrollment, claim processing and other related matters.
9. Assists eligible individuals in the enrollment process and in the completion of other employee benefit materials.
10. Establishes and maintains files and records pertaining to employee program participation.
11. Serves as a liaison to insurance carriers regarding claim problems, issues and concerns being experienced by employee participants.
12. Monitors compliance with regard to the COBRA notifications for new hires, terminated employees and/or non-qualified dependents.

13. Schedules and performs benefit exit conference meeting with retirees. Assists with information sessions regarding the benefit options offered by the District.
14. Works in conjunction with the benefit enrollment software company to keep system information current.
15. Works in conjunction with the District Insurance Consultant on all benefit related items.
16. Participates in the District Insurance Committee meetings.
17. Assists with the processing of the end of year reporting and distribution of benefit coverage statements.
18. Coordinates the training of district and school personnel in the understanding and utilization of employee benefits.
19. Oversees the reconciliation of the monthly insurance remittances.
20. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Pay grade as established by the School Board in current Salary Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

APPROVED JAN 14 2020

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer