



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Benefits Manager**  
Job Family: **Professional**  
Prepared/Revised Date: **August 1, 2018**

FLSA Status: **Exempt**  
Pay Range: **A/P-Grade N**  
Job Code: **32901**

**SUMMARY:** Responsible for directing overall operations of the Benefits Department including staff supervision and benefit programs. Manages the District’s self-funded medical and dental benefit plans, group and voluntary life insurance, vision insurance, cancer insurance, home and auto insurance, short- and long-term disability plans, deferred compensation programs, flexible spending account plans, leaves of absence and retirement programs, and vendor relationships. Assures compliance with federal, state, and local laws and regulations including the Affordable Care Act (ACA), the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Family and Medical Leave Act (FMLA). Maintains and ensures the utmost confidentiality in dealing with employee records and adherence to the Health Insurance Portability and Accountability Act (HIPAA) Regulations and District policies and procedures. Provide leadership, expertise, insight, and recommendations for policy and plan design changes/enhancements based on cost, legal requirements, and strategic direction.

**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.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage the District’s self-funded benefit plan for approximately 3200 eligible employees. Manage bid process including developing and coordinating request for proposals related to benefit services, including selection, contract negotiations, and implementation. Oversee and direct the work of the third-party administrators for medical, dental, life, disability, flexible spending plans, COBRA, deferred compensation plans, pharmacy benefits, the online benefit enrollment system, and the Integrated Health Management System (IHMS) to ensure efficient plan administration and contract compliance.	D	20%
2. Maintain knowledge and interpret applicable federal, state, and local laws and regulations related to employee benefits (COBRA, ACA, FMLA, HIPAA, IRS). Review and analyze the impact to the District and recommend appropriate measures to ensure compliance. Ensure required annual notifications are provided to employees as required by governmental entities. Authorized signor for deferred compensation plan distributions, loans, and hardship withdrawals.	D	20%
3. Manage the Benefit Staff including providing appropriate training and guidance, conduct performance evaluations, assign projects, maintain quality assurance, document procedures and implement new administrative processes to achieve efficiency and ensure accuracy. Responsible for development, implementation, and communication of department strategies and objectives in support of the District’s mission.	D	20%
4. Manage and oversee the IHMS including wellness, lifestyle health, employee clinic, and Employee Assistance Services. Assists in promotion of the IHMS model to the community. Provides assistance for implementation and facilitation of the District wellness programs.	D	5%



5. Serves as the District’s HIPAA Compliance Officer. Assures compliance with HIPAA laws to protect member health records and maintain confidentiality. Maintains related Business Associate Agreements as required. Provides annual training as required by governmental regulations.	D	2%
6. Manage and ensure compliance with the District’s leaves of absence policies and retirement programs.	D	1%
7. Attend work and arrive in a timely manner.	D	1%
8. Review and analyze information pertinent to premium rate renewal calculations and plan design changes to assist with decisions made through the Benefits Committee. Develop, recommend, and implement new plans or changes in administration of benefits and strategy planning to maintain a qualify benefit plan for employees. Focus on, create and communicate programs with proactive steps of cost containment.	W	7%
9. Facilitates Benefits Committee meetings. Prepares reports and recommendations to committee members to assist in making plan change decisions for presentation at annual negotiations.	M	5%
10. Analyze, track, and reconcile monthly benefits budget. Process and authorize monthly carrier/provider bills for payment.	M	5%
11. Refines, creates, interprets and prepares recommendations and justifications for changes to contracts and agreements related to benefit insurance requirements and policies, procedures, administrative guidelines and plan documents. Review related documents for consistency. Review, create, and update legal summary plan documents to ensure accuracy of administration.	A	5%
12. Manage open enrollment process by creating and implementing a project plan, delegating tasks, creating open enrollment documentation and employee communication materials.	A	3%
13. Develop and maintain Benefits Services internet and intranet websites.	A	1%
14. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Human Resources, Finance, Business or related field
- More than five years of experience in benefit administration

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Extensive knowledge of federal, state, and local laws concerning employee insurance coverage and benefit plans
- Knowledge of federal, state, and local laws related to Human Resources
- Knowledge of Social Security and Medicare benefits
- Ability to promote and follow district policies, regulations, and administrative guidelines as well as standards, practices and principles of benefits program administration related to benefits, leaves of absence, and leave time
- Knowledge of research and data analysis methods and techniques
- Demonstrated analytical decision-making and problem-solving skills



- Ability to effectively delegate responsibility
- Understanding of Public Employees' Retirement Association (PERA) rules and regulations
- Skill in articulating complex topics in written and oral format
- Experience in managing staff and budgets
- Ability to work with limited supervision and exercise independent judgment
- Ability to provide expert counsel to other and establish trusting and cooperative relationships due to the sensitive and confidential nature of information within the department
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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 Word, Excel, PowerPoint, Publisher, Outlook, Business Plus and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Benefits Specialist	1
	Department Technician II (Benefits/Wellness)	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

**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 feed				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			



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

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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)	X
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	