

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Director of Benefits	Job Family: 1
Department: Human Resources	Lane Placement: Z4
Supervisors Title: Administrator HR, Business Administrator	Contract: 242 days
FLSA Classification: <u>Exempt</u>	Hours per day: 8
Original date: <u>9/95</u> Revised: <u>9/09</u> Revised: <u>04/22</u> Revised: <u>07/25</u> Revised: <u>07/26</u>	

GENERAL FUNCTION

Under the direction of the Administrator of Human Resources and the Business Administrator, the **Director of Benefits** is responsible to provide leadership and direction in coordinating health, dental and other benefit insurance programs for the District to ensure the development and implementation of cost effective / cost accounting procedures, and to interpret the standards and conditions of employee benefit programs to employees and the standards and conditions of student insurance programs to patrons.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Administer benefits programs to ensure each employee has relevant information available regarding all benefit options to make an informed decision by:
 - Disseminating communication to employees regarding insurance services.
 - Communicating with schools, departments and employees to clarify insurance information.
 - Working with the District Insurance Advisory Committee in making recommendations that will improve the operation of the benefit department.
 - Receiving suggestions from employees regarding benefit options.
 - Working with contracted service vendors to provide efficient customer service to employees.
- Work with providers and consultants annually on benefits and premiums and any recommended changes.
- Ensure benefit providers and employee premiums are paid timely and accurately.
- Assist with the design and implementation of the District's wellness strategies and programs, including benefits, recognition and performance programs, incentive programs and other initiatives which support and enhance recruitment, retention and employee engagement.
- File necessary quarterly IRS or other regulatory filings.
- Assist in the preparation of the department budget.
- Develop, implement and evaluate short and long-range planning procedures for the benefits department.
- Ensure reports are prepared, distributed and filed in compliance with State and Federal regulations.
- Support the Department of Human Resources in the employment, evaluations and discipline of personnel and in the designation of salary and other benefits for the personnel assigned to the benefits department.
- Supervise the training of new employees within the benefits department.
- Ensure that the necessary equipment, supplies and forms are available for the most efficient operation of Insurance Services.
- Assist in the preparation of reports for the Board of Education.
- Implement and assist in the revision of Board policies, procedures and guidelines as they relate to Insurance Services.
- Provide clear guidance and support to employees regarding benefits, wellness programs and rewards opportunities.
- Coordinate relationships with vendors and external partners supporting employee wellbeing initiatives.
- Use data to identify gaps and improve outcomes through data-driven decision making.

- Follow all policies and guidelines as detailed by District policy.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Represent the District in a professional, ethical and positive manner.
- Attend and participate in department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all employee information.
- Keep current professionally by using current information pertaining to insurance procedures and practices.
- Assist as assigned in planning and implementation of in-service and staff development programs.
- Added essential functions as outlined by the school/department.
- Requires travel using own transportation to school, District and other sites.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Represent the District at local, State and National meetings and participate in professional organizations where appropriate.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's degree in human resources, business, organizational development or related field plus at least six to ten years of experience working with employee insurance programs and processes, or an equivalent combination of experience and education. Master's degree preferred.
- Certificates in insurance fields such as: GBA (Group Benefit Associate), RPA (Retirement Plans Associate), CEBS (Certified Employee Benefits Specialist), HIA (Health Insurance Associate), or REBC (Registered Employee Benefits Consultant) are preferred.
- Requires two years of direct supervisory experience.
- Requires a strong knowledge of insurance laws; including ACA, COBRA, HIPAA, ERISA, ADA and other applicable laws and regulations.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, executive administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Office Suite, Google Docs/Sheets, online enrollment systems, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.

- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, organize, implement and budget.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide own transportation, as position requires travel to school, District and other sites.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Reporting & Linkages

- Reports to: Business Administrator, Administrator of Human Resources
- Direct Reports: District Administrative Assistants
- Key Linkages: Administrator of Employee Experience & Wellness, Assistant Director of Employee Relations & Compliance, Assistant Director of Talent Development, Administrator Talent Acquisition, Administrator HR Data & Operations, Accounting, Payroll, District Risk Manager, District legal counsel, Business units and outside vendors.

Machines, Tools & Equipment Used:

- Standard office equipment, i.e. computer, phone, fax, copier.

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*