

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/22	<u>MANAGER, BENEFITS AND LEAVES</u>	3.11.10
Effective Date	Job Title	Index

Primary Function:

To improve student achievement by managing the administration of benefit programs and services for all District employees, ensuring exceptional customer service. This position coordinates all aspects of employee benefits, including health plans, short and long-term disability insurance, life insurance, employee assistance program, flexible spending plans, Health Savings Accounts, employee leaves of absence, sick leave banks, sabbatical leaves, retirement plans, compensation studies, and wellness programs. This position serves as the primary point of contact with the Oregon Educators Benefit Board (OEBB) and ensures compliance and reporting requirements as mandated by state and federal laws.

Supervised By:

Executive Director of Human Resources and/or an appointed designee.

Essential Functions:

- Supervises, trains, and evaluates the activities of the benefit department and personnel.
- Monitors and assists the processing of employee leaves of absence, requests for unpaid leave, and leave exceptions for classified, licensed, confidential and administrators.
- Reviews and monitors benefit plan contracts and implements changes to meet requirements of new laws/regulations, or to control costs to the District and/or employees.
- In collaboration with Purchasing and other HR department team leads, acts as the primary HR contact to support department RFP requests.
- Plans, organizes, and may facilitate meetings for employees regarding annual benefits open enrollment, PERS, deferred compensation, 403(b) plans, wellness, and other personal or financial training identified as important for employees.
- Develops and implements a communication plan to provide employees with information regarding District benefits and related workshops.
- Receives annual insurance premium rates for all employee groups then calculates employee share, retiree premiums, and COBRA rates. Disseminates the information to employees, retirees, and associations.
- Monitors employee contributions, administration fees, and annual forfeiture amounts for the flexible spending accounts.
- Maintain in-depth knowledge and expertise in employee benefits services, makes recommendations on pending legislative actions regarding benefits, conduct benefits research, responds to benefits issues, and answer benefits queries.
- Ensures compliance with federal and state law and regulations including but not limited to: HIPAA, COBRA, FMLA, OFLA, SEC 125, USERRA, Patient Protection Act and collective bargaining agreements, etc.
- Administers the sick leave bank programs and chairs the committees for administrators, licensed, and classified employees.
- Monitors process for ESP Vacation Donation Program.
- Administers the annual Sabbatical Programs for licensed staff and facilitates committee process.

- Ensure QAM policies, procedures and work instructions for the Benefits Department are up to date and accurate.
- Identifies changing systems needs due to legal or contractual changes affecting benefits, by providing a systematic and clear process.
- Participates in strategic planning for human resource functions and services; recommends goals and objectives and oversees and/or participates in the development and implementation of human resources policies and procedures.
- Conducts compensation studies for all employee groups and presents the information to District leadership and Board of Directors. Studies are done on a 3-year rotation schedule.
- Administers the District Wellness Program.
- Performs other duties as assigned.

Minimum Qualifications:

Knowledge of:

- Employee benefit administration including laws or regulations governing employee benefit programs and retirement plans.
- Federal and state leave laws requirements.
- Principal and practices of work organization and simplification.

Ability to:

- Lead, organize and review the work of benefit staff.
- Analyze and prepare reports related to benefits and compensation.
- Develop, recommend, install, and evaluate benefit systems and procedures.
- Evaluate and establish work priorities.
- Communicate effectively and to establish and maintain effective working relationships with other employees, outside agencies, and representatives of governmental agencies.
- Express ideas, proposals, and recommendations effectively, both orally and in writing.
- Multi-task with the ability to adapt quickly to changing situations.
- Exercise diplomacy and tact and maintain a high level of professionalism and promote public relations.
- Demonstrate working knowledge of human resource information systems and related peripheral equipment and software including but not limited to Microsoft Office products for business.
- Maintain a flexible work schedule if needed for off work hours for completion of projects.
- Travel to other District locations as needed.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

- A Bachelor's degree or equivalent from an accredited college or university with major course work in accounting, finance, or a related field.
- Four (4) or more years of progressively responsible experience in human resources, planning and organizing an area of responsibility, and the supervision of assigned personnel.

Work Environment

Climate controlled office setting and exposure to minimal to moderate noise intensity levels. Moderate to frequent level of contact with district personnel, outside agencies, and the community.

High level of contact with district personnel and family members, Oregon Educator Benefit Board and staff, outside agencies/community, and benefit providers.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects.

Minimum Term of Employment:

Twelve months.

Salary Level:

Grade 205A

Evaluation:

Performance of this position will be evaluated according to the District's process for the administrative personnel.

Salem-Keizer Public Schools is an equal opportunity employer.