

EMPLOYEE BENEFITS SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, supervise, coordinate and perform the activities of the District's Employee Benefits Department.

TYPICAL DUTIES

Supervise, coordinate and perform the activities of the Employee Benefits Department; coordinate benefit activities with other departments and the colleges; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare and provide information to employees and retirees regarding the District's benefit plans; act as a primary liaison to the District's benefit broker and vendors; coordinate and oversee leaves of absence according to new legislation, collective bargaining agreements, Board policies and regulations; administer life insurance and long term disability (LTD) programs; serve as facilitator to employees regarding requirements and benefits of the State retirement systems; maintain records required to administer retiree benefits; review and authorize payroll adjustments as they relate to benefits; facilitate transition to unpaid leaves of absence; oversee monthly insurance invoice reconciliations and payments; prepare reports required for benefit plans; participate in developing and testing computer application requirements relating to employee and retiree benefits, such as cafeteria plan and compliance testing; assist with the new vendor election process; compile data and prepare analysis of the District's insurance plans for review; oversee the District's wellness program; coordinate annual open enrollment activities; coordinate district-wide group presentations, annual health fair and other related activities; coordinate resolution of benefits related issues; perform period audits of processes and benefits participation, such as issuance of dependent eligibility forms; serve as district representative for Federal and State benefit reporting; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of experience in a lead or supervisory position in any field. Three years of increasingly responsible technical experience in employee benefits, risk management or payroll (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Bachelor's degree from an accredited institution in business administration, risk management, accounting, public administration, or related field; **OR**, a Bachelor's degree from an accredited institution in any area **AND** one additional year of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code; applicable district policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; employee leaves, health coverage and retiree benefits; requirements of various funding sources; computer use and software application for benefit program administration; recordkeeping techniques in a complex business environment; technical aspects of field; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; assist in the development and design of systems; maintain effective internal controls; analyze and interpret statistical data and make appropriate recommendations; apply generally accepted accounting principles and procedures; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.