

Job Description

Position Title: Manager, Benefits

Job Group: Human Resources

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Benefits manages District employee health, wellness, disability, workers compensation, and retirement benefits; and supervises benefits and wellness staff. Works with internal and external sources to recommend plan design to administration and governing board. Communicates plan design, eligibility, and specifics of benefits administration to employees.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Administers and manages district employee benefits programs and services, including health, life, disability, workers compensation, employee assistance, and retirement plans. Oversees wellness programming.
2. Supervises benefits and wellness staff, assigns, and prioritizes work; hires, trains, and conducts performance evaluations; makes recommendations and takes disciplinary action as needed.
3. Oversees Family Medical Leave Act (FMLA) and Americans Disability Act (ADA) case management, Short and Long-Term Disability, and Workers Compensation plan eligibility, enrollment and budget.
4. Offers communication and guidance to employees regarding plan design, eligibility, and administration of district benefits. Communicates with plan providers regarding plans, plan changes, and problem resolution for participants.
5. Ensures compliance with federal laws including the Affordable Care Act (ACA), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and the Health Insurance Portability and Accountability Act (HIPAA), Internal Revenue Code tax-sheltered annuity contribution limits, and section 125 cafeteria plan pre-tax benefits.
6. Coordinates with internal benefits stakeholders and external benefits consultants to offer and maintain a premier employee benefits package within budget constraints.
7. Manages, plans, and coordinates vendors for annual benefits fairs for employees; oversees marketing, publication of guides, and reference materials.
8. Reviews, approves, and processes employee supplemental retirement plan contribution and distribution requests to ensure compliance with IRC guidelines. Oversees 1094 and 1095 production and transmission to IRS in compliance with applicable laws.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of human resources principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in independent decision making
6. Skill in people leadership and supervision
7. Skill in organization, coordination and management
8. Skill in problem solving
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
10. Ability to apply effective and accurate data entry and typing skills
11. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Management, Human Resources or a closely related field of study required.
 - Master's degree in Business Administration or a closely related field of study preferred.
 - Three (3) to Five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required