



BENEFITS/WELLNESS SUPERVISOR

Job Code: 662ABE
Bargaining Unit: SPSO
Effective Date: 8/2/2010

Position Summary

Perform supervisory and skilled benefits administration professional work.

Reporting Relationship

Report to the Executive Director, Human Resources.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Supervise the benefits staff including assigning, scheduling and monitoring work; respond to staff questions; train new staff; provide coaching and administrative and technical updates; conduct probationary and annual performance reviews and perform other related duties.

Establish and implement a process to develop current and future employee competencies across the benefits team.

Facilitate team meetings for benefits staff.

Respond to and resolve escalated client situations; respond to the more complex benefits customer service requests in a timely and effective manner (orally or in writing).

Administer the open enrollment process.

Supervise the administration of disability management including worker's compensation return to work program and ADA compliance.

Manage the processing of all unemployment claims including research, reporting and representation.

Supervise the administration of the deferred compensation/match program and severance program.

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Responsibilities (continued)

Work closely with Negotiations to ensure that changes to contract language are reflected correctly in bargaining unit contracts. Collaborate with labor relations/negotiations and carriers to create, implement and maintain changes in employee and retiree benefits.

Develop a benefits communications plan and other written benefits communications as appropriate; coordinate benefits presentations; ensure that benefits staff is available to attend new employee orientation sessions.

Manage special projects as assigned by administrators.

Supervise the Wellness Coordinator and duties related to the intersection with benefits and employees' wellness overall. Work on strategies to improve the overall health of employees.

Partner with other team members on project teams involved with PeopleSoft System changes and upgrades.

Collaborate with benefits' providers to develop a process for service delivery.

Collaborate with internal and external partners to ensure that goals are being reached from both a financial and customer service perspective.

Assist technical staff with the development and maintenance of the Human Resources Web Page by providing suggestions for design of the page, providing information to be posted and related duties.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of the theory, principles and practices of benefits administration.

Considerable knowledge of local, state and Federal laws relating to human resource functions, policies and procedures including data privacy, worker's compensation, Hipaa, FMLA, and ADA.

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Knowledge, Skills and Abilities (continued)

Considerable knowledge of district policies and procedures.

Considerable knowledge of the methods and procedures for data collection, analysis and evaluation.

Considerable knowledge of computer-based human resource information systems, particularly as they relate to benefits administration.

Considerable knowledge of supervisory techniques.

Considerable ability to communicate effectively, both orally and in writing.

Considerable skill in counseling employees relating to benefits issues.

Considerable ability to interact effectively with District employees, staff, third party providers, and the general public representing diverse cultural, ethnic and socioeconomic background.

Considerable ability to prioritize, plan and organize work and to be flexible in responding to a variety of work related situations.

Considerable ability to provide work direction and technical guidance to assigned staff.

Minimum Qualifications

Bachelor's degree in personnel, public or business administration, labor relations, psychology or a related field; and four years of professional level work experience in benefits administration and a minimum of one year supervisory experience.