

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Employee Benefits Manager

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide employee benefits programs for Monroe County Schools. The position is responsible for supervising assigned staff, developing and implementing plans which serve the best interest of both the District's human resources and financial resources, administering insurance programs and serving as liaison with insurance representatives, maintaining accurate and up-to-date benefits records and reports, and performing related tasks as required.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Supervises and participates in daily employee benefits administration operations and activities for the District.

Develops and submits assigned budgets for approval; maintains related records.

Develops, recommends and implements policies and procedures for assigned functions of the department.

Coordinates all contracts with insurance companies, third party administrators, service providers for all areas of insurance coverage.

Directs the accurate maintenance and tracking of insurance records and changes for all District employees.

Administers the employee group health insurance plan; determines eligibility for insurance and processes all employee benefits enrollment, family status changes and terminations.

Receives and responds to employee concerns, inquiries and complaints regarding insurance coverage.

Processes all insurance terminations; directs COBRA eligibility determinations and related correspondence.

Ensures complete and timely communication of benefits plan changes and updates to employees and retirees as necessary.

Assists District employees in filing claims as necessary.

Leads a comprehensive wellness program.

Develops promotion and publicity plans for wellness programs throughout the district.

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Performs general administrative/clerical work as required, including preparing correspondence, copying and filing documents, entering and retrieving computer data, attending meetings.

Attends training, seminars and conferences as required to maintain knowledge of changing policies, procedures, laws and regulations affecting benefits administration for public employees.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid

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figures; may compute discounts, interest, ratios and proportions, and percentages.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

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Requires a minimum of Bachelor's degree or the equivalent of four years of college or vocational school education in personnel, business, insurance administration or related field.

## **Licenses Certifications Registrations Required:**

*"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid FL state driver's license.

## **Experience Requirements:**

*"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Ten years of relevant experience in insurance administration or related fields may be substituted for the education requirements.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

### **Unavoidable Hazards:**

*"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

*"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

## **American With Disabilities Act Compliance:**

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ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director of Finance & Performance

**Supervises:**

Departmental Staff

PAY GRADE: From: DA-II To:

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 11/22/2022