

BENEFITS MANAGER

DEFINITION

Oversees the day-to-day operations of all areas in the Health Benefits Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

TYPICAL DUTIES

- Directs the day-to-day activities of the Health Benefits Branch which include processing health benefits enrollment applications, assisting employees and retirees with insurance questions, transmitting eligibility data to health plans vendors and resolving problems with plan representatives.
- Interprets and applies provisions of the collective bargaining agreements relative to health benefit eligibility.
- Reviews collective bargaining proposals related to health benefits.
- Analyzes health benefit trends and practices related to the District-sponsored plans.
- Reviews State and Federal legislation and assesses the impact on District plans.
- Reviews health benefits activities including the transmittal of data to plan vendors to ensure compliance with policies and procedures and ensures proper payment to plans for covered employees and retirees.
- Assists the Director of Benefits Administration in developing and implementing branch policy and procedure changes.
- Reviews plan effectiveness and vendor compliance with contract requirements and performance guarantees.
- Interfaces with the Health Benefits Committee consultant regarding various plan designs and cost issues.
- Works with the Health Benefits Committee to review and recommend plan benefit changes to maximize cost efficiency and the quality of benefits provided.
- Works with the Health Benefits Committee in the evaluation and selection of health plan vendors.
- Develops technology plans for the branch and reviews technology proposals developed by ITD or consultants.
- Participates in the development and implementation of branch procedures and polices, performance measures and organization and staff recommendations.
- Presents information to various groups concerning health and medical benefits.
- Responds to inquiries from active and retired employees and prepares correspondence for the signature of the Business Manager, Chief Financial Officer, Superintendent and Board Members.
- Meets and works with representatives of other organizational units to address implementation of policies and procedures and to resolve operational problems (e.g., payroll, accounting, information technology, personnel, and staff relations).
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Benefits Manager oversees the day-to-day operations of all areas in the Health Benefits Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits.

A Director of Benefits Administration directs, implements, educates, and administers a wide range of benefits programs for District employees and retirees.

A Contracts Supervisor supervises and participates in the negotiation, preparation, processing, and administration of contracts for goods, services and insurance coverage.

SUPERVISION

General direction is received from the Director of Benefits Administration. Direct supervision is given to technical and clerical support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Provisions of the Education, Government, Insurance, and Labor Codes pertaining to health benefits
- District, State (AB528), and federal (COBRA) benefits programs available to employees and retirees of the Los Angeles Unified School District
- Provisions of labor contracts that pertain to various health and welfare plans
- Eligibility, enrollment, and conversion requirements as applied by the District and its various benefit plans
- Legal terminology related to contracts
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

Ability to:

- Apply and interpret rules and procedures related to enrolling in, maintaining, or converting District benefits
- Supervise and administer work activities effectively through subordinate supervisors
- Analyze employee health benefits problems and devise solutions
- Interpret pertinent laws, rules, and regulations
- Prepare clear, concise written and oral reports
- Operate a personal computer and related peripheral equipment
- Work effectively with District personnel contractors, attorneys, and the general public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in business or public administration, finance, or law.

Experience:

Four years of experience in the area of benefits administration, at least two of which must be in the area of health and welfare benefits administration. Experience as a benefits consultant may be substituted for no more than two years of the required experience

or

Four years of professional-level experience in technical risk management, personnel, disability management, contracts, or a closely related field, including two years in a supervisory capacity.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

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