

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

Manager, Employee Benefits and Wellness

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required.
- Bachelor's degree in human resources, Business Administration, or a related field preferred.
- A minimum of four (4) years' experience in employee benefits and/or training in processing health and/or voluntary benefits preferred.
- Experience in accounting and reconciliation preferred.
- Benefits Professional (CBP) or Certified Employee Benefits Specialist (CEBS) preferred.
- A minimum of three (3) years of management or supervisory experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of state and federal regulations as related to District provided benefits.
- Knowledge of Health Care Reform requirements as related to self-funded employer provided benefits.
- Ability to analyze medical and pharmacy claims data.
- Proficient in word processing, spreadsheets and databases, including the ability to use the Internet and application software.
- Exceptional organizational skills including maintaining accurate files and employee records.
- Ability to exercise sound judgement under stress and when handling sensitive or confidential information.
- Ability to provide verbal and written communication skills that are positive, effective, and customer friendly.
- Ability to work on a team or individually while maintaining an open mind to different ideas and suggestions.
- Ability to manage personnel.

SUPERVISION

REPORTS TO Coordinator, Human Resources
SUPERVISES Assigned Support Staff

POSITION GOAL

To administer established Board benefit programs and perform analysis and reconciliation of administrative fee expenses and maintain an accounting process to ensure the accuracy of expenses and reporting related to the District's self-funded medical and pharmacy plans and Health Care Reform.

PERFORMANCE RESPONSIBILITIES

1. *Administer a complete benefits program for District employees in compliance with Federal and State Laws and School Board Policy.
2. *Attend Insurance Committee meetings.
3. *Manage assigned staff
4. *Maintain and update benefit manuals and process with input from the benefit team.
5. *Reconcile, coordinate, process, and send the Automated Remittance Services (EPARS) payment for tax sheltered account contributions from employees' payroll checks to providers, each pay period.
6. Manage Tax Shelter Annuity vendor relationships.
7. *Monitor procedures for best practices and conduct benefits enrollment for new employees, returning employees, and retirees.
8. *Prepare monthly detailed audits of District benefits in conjunction with the Finance Department to ensure compliance and proper controls.
9. *Report data as mandated by Health Care Reform, including ACA look back and conduct annual enrollment for qualified employees.
10. *Manage and maintain historical statistical information.

Manager, Employee Benefits and Wellness, Page 2

11. *Accountable for creation, transfer, and resolution of electronic files relate4d to enrollment and participation in benefit and retirement plans.
12. *Prepare cross-walks, annual census, and rate tables for appropriate benefits annually.
13. *Prepare and key refunds and include appropriate upload back up data for refunds.
14. *Send eligibility reports to carriers, bi-weekly and after annual enrollment.
15. *Coordinate/provide bi-weekly spreadsheets to Payroll for Manual Void Adjustments which need to be made.
16. *Evaluate, review, and update internal processes and procedures to ensure compliance with Federal and State laws and District policies and procedures. Report on new internal processes and procedures at weekly staff meetings.
17. *Analyze, audit, investigate, and adjust variances in revenue and expenditure patterns related to all benefits.
18. *Provide constructive feedback following audits for appropriate administrative action.
19. *Assist in development and revision of employee benefits procedures, forms, and documents, as needed.
20. *Assist with employee and retiree annual enrollment meetings, seminars, and workshops.
21. Resolve data issues related to eligibility and enrollment.
22. *Renew Cobra vendor records annually.
23. *Prepare I.S. work orders for annual enrollment and other department projects.
24. *Compile, reconcile, and track data related to State and Federal reporting of District self-funded pharmacy and medical plans.
25. *Serve as liaison between the Finance Department and the Human Resources Department to ensure accurate information, records, and procedures.
26. *Assist in serving as liaison between the Employee Benefits Department and the private sector related to services necessary to implement benefit plans.
27. *Serve as point of contact for beneficiary(ies) of deceased employees to discuss benefit payouts. Process paperwork to ensure payment.
28. *Model and promote outstanding customer service and positive interpersonal communication.
29. *Keep supervisor informed of potential problems or unusual events.
30. Perform other duties as assigned by the Coordinator of Human Resources.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

Manager, Employee Benefits and Wellness, Page 3

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$62,489 – 98,375

District Salary Schedule

Months 12

Annual Days 258

Weekly Hours 37.5

Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD

Personnel Category 14

EEO-5 Line 44

Function 7500

Job Code 1480

Survey Code 77332

FLSA

Applicable

Not applicable

Previous Board Approval

ADA Information Provided by Dawn Bontz
Position Description Prepared by Dawn Bontz

BOARD APPROVED

February 6, 2024

April 26, 2022

April 6, 2021

June 27, 2017

October 14, 2014

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.