

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Employee Benefits and Wellness

QUALIFICATIONS

- Bachelor's Degree required.
- Master's Degree preferred.
- Minimum of three (3) years of successful experience in the field of human resources, plus a minimum of two (2) years of supervisory experience.
- Experience in insurance benefits administration.
- Demonstrated success working with people in establishing goals, objectives, budgets, and action plans to produce expected result.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of employee benefits insurance and retirement plans, including legal and regulatory requirements in their administration.
- Knowledge of employee wellness programs.
- Knowledge of computer applications and technological developments as related to departmental job functions.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communication.
- Ability to communicate and work cooperatively with a variety of personnel and the public.
- Ability to provide leadership to assigned personnel.

SUPERVISION

REPORTS TO Executive Director of Human Resources and Professional Standards
SUPERVISES Assigned Administrator(s) and Support Staff

POSITION GOAL

To provide leadership in the development and administration of responsive employee benefits and wellness programs. To provide leadership in the development, enrollment, and administration of all employer and employee paid benefit products.

PERFORMANCE RESPONSIBILITIES

1. *In accordance with School Board policies, manage all operations and functions of the Employee Benefits and Wellness Department as follows:
 - a. Develop and implement the employee benefits and wellness communication strategy including distribution of annual benefit enrollment information effectively utilizing digital and other resources and materials.
 - b. Oversee and conduct benefits enrollment for new employees and annual enrollment for returning employees.
 - c. Evaluate, recommend, implement, and maintain cost-effective wellness programs.
 - d. Oversee administration of all aspects of the benefits program including compliance with Federal and State laws and regulations throughout the year.
 - e. Function as the plan administrator for the District's self-funded medical plan.
 - f. Oversee and coordinate all activities regarding the administration of the District's insurance committee.
 - g. Direct, oversee, and evaluate position reporting directly to him/her regarding productivity in achieving expected ends/results and supporting District priorities and expected results.
 - h. Plan and implement a system of feedback and evaluation regarding the effectiveness of the section as perceived by the users of their services (ex. annual survey).
 - i. Manage and supervise the day-to-day functions of the Employee Benefits and Wellness Department staff; provide coaching and direction; and plan and organize the needs of the department and the District.

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- j. Develop and maintain relationships with vendors, monitor current benefit plans, eligibility information, and vendor payments.
 - k. Interpret and clarify benefit plans and Board policies, resolve elevated employee problems, and implement employee surveys.
 - l. Monitor renewal of voluntary insurance products and implement new plans and/or vendors.
 - m. Provide direction to vendors and staff in the administration of insurance benefits for retirees, COBRA, and employees on leave of absence.
 - n. Evaluate benefit proposals and make recommendations to the Board.
 - o. In collaboration with the Executive Director of Human Resources and Professional Standards, develop and monitor annual department budget.
2. *Maintain and continuously update the technical expertise of yourself and the department team in benefit and wellness programs, insurance policies, and the legal environment.
 3. *Lead the continuous improvement of the processes and infrastructure of the Employee Benefits and Wellness Department.
 4. *Model and promote outstanding customer service and positive interpersonal communication.
 5. *Serve on the District bargaining team as recommended by the Superintendent.
 6. Perform other duties as assigned by the Executive Director of Human Resources and Professional Standards.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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.
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.

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-C \$85,852 - \$131,698

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 02
EEO-5 Line 06
Function Vary
Job Code 1466
Survey Code 77316

FLSA

Applicable
 Not applicable

Previous Board Approval

ADA Information Provided by Boyd Karns
Position Description Prepared by Boyd Karns

BOARD APPROVED

July 24, 2018
June 28, 2016
June 15, 2010
June 26, 2007