JOB TITLE:	MANAGER EMPLOYEE BENEFITS & LEAVES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II,GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8615
BARGAINING UNIT:	CLAS

NEW: Submitted:

10/26/2022 10/25/2022

SCOPE OF RESPONSIBILITIES
Assumes responsibility for the selection, administration, coordination, implementation and supervision of benefits programs offered to JCPS employees including medical, dental, vision, life, disability, wellness programs, flexible spending accounts, supplemental retirement plan options, and other ancillary benefits. Oversee the workers compensation program, Leave Center, and disability accommodations for the District. Remain current on industry trends, regulations and legislation to assure programs are in compliance including Health Care Reform.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Oversees enrolling, managing, administering, and issue resolution for District provided and voluntary benefit programs including medical, dental, vision, life, disability, wellness, supplemental retirement plans and other ancillary benefits
Oversees the Leave Center, workers compensation self-insurance program, and disability accommodations
Coordinates compliance with the Affordable Care Act including tracking hours and eligibility, distribution of annual form 1095-C and IRS 1094 transmission
Ensures benefit programs are administered consistently across the District
Ensures compliance with all Federal and State laws governing benefits (i.e. ERISA, ACA, HIPAA, FMLA, COBRA, ADA etc.).
Monitors changes in regulations to make certain benefit and leave programs remain in compliance
Coordinates the annual renewal and open enrollment processes, including the development and communication of educational materials, meetings, and set-up/management of the electronic open enrollment system
Designs, implements and manages employee wellness programs and activities designed to improve employee health and well-being
Works closely with vendors to ensure employees are taking advantage of their health plans
Provides regular reporting to management regarding trends and effectiveness of plans
Manages staff in daily operations of programs
Ensures high-quality customer service levels are maintained in the Benefits, and Leave Centers
Provides appropriate training and employee development for staff
Builds strong vendor relationships, holds vendors accountable, establishes strategies and programs proactively and addresses service gaps
Achieves financial objectives by reconciling benefits accounts and billing statements, scheduling expenditures and analyzing variances and initiating corrective actions
Works closely with Employee Relations on any leave policy violations
Provides reasonable accommodations under the Americans with Disabilities Act, including conducting conferences, and providing expert counsel to employees and administrators in all areas of ADA compliance
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Five (5) years of successful experience with benefits and leave programs working in a large company environment
High detail orientation; self-directed and self-motivated; able to work in a fast paced environment
Strong organizational skills and proven ability to communicate orally and in writing
Knowledge of ERISA, HIPAA, COBRA, FMLA, ACA, ADA and other applicable regulations
Effective communication skills

DESIRABLE QUALIFICATIONS
CEBS, CBP, PHR, or SPHR certification
Strong teambuilding skills and ability to distribute and delegate tasks appropriately
Experience in a diverse workplace