



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	MANAGER EMPLOYEE SERVICES
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

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. Additionally, oversees the Welcome Center.

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
Provides expert counsel to employees, management and Human Resource representatives on the interpretation of programs and procedures
Assures programs comply with federal, state and local requirements
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 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 and implements 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
Manages various wellness events at District locations throughout the year as needed
Provides regular reporting to management regarding trends and effectiveness of plans
Analyzes data results to establish trends, identify opportunities and determine areas of concerns
Manages staff in daily operations of programs
Ensures high-quality customer service levels are maintained in the Benefits, Leave, and Welcome Center
Provides appropriate training and employee development for staff
Builds strong vendor relationships, holds vendors accountable, establishes strategies and programs proactively and addresses service gaps
Manages department budget and invoice process

Achieves financial objectives by reconciling benefits accounts and billing statements, scheduling expenditures and analyzing variances and initiating corrective actions
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 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