

## **EMPLOYEE BENEFITS SUPERVISOR**

### **DEFINITION**

Under the direction of the assigned administrator, supervise, coordinate and perform the activities of the District's Employee Benefits Department.

### **TYPICAL DUTIES**

Supervise, coordinate and perform the activities of the Employee Benefits Department; coordinate benefit activities with other departments and the colleges; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare and provide information to employees and retirees regarding the District's benefit plans; act as a primary liaison to the District's benefit broker and vendors; coordinate and oversee leaves of absence according to new legislation, collective bargaining agreements, Board policies and regulations; administer life insurance and long term disability (LTD) programs; serve as facilitator to employees regarding requirements and benefits of the State retirement systems; maintain records required to administer retiree benefits; review and authorize payroll adjustments as they relate to benefits; facilitate transition to unpaid leaves of absence; oversee monthly insurance invoice reconciliations and payments; prepare reports required for benefit plans; participate in developing and testing computer application requirements relating to employee and retiree benefits, such as cafeteria plan and compliance testing; assist with the new vendor election process; compile data and prepare analysis of the District's insurance plans for review; oversee the District's wellness program; coordinate annual open enrollment activities; coordinate district-wide group presentations, annual health fair and other related activities; coordinate resolution of benefits related issues; perform period audits of processes and benefits participation, such as issuance of dependent eligibility forms; serve as district representative for Federal and State benefit reporting; perform related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

One year of experience in a lead or supervisory position in any field. Three years of increasingly responsible technical experience in employee benefits, risk management or payroll (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

#### **EDUCATION**

Bachelor's degree from an accredited institution in business administration, risk management, accounting, public administration, or related field; **OR**, a Bachelor's degree from an accredited institution in any area **AND** one additional year of qualifying experience.

#### **KNOWLEDGE OF**

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations, such as Education Code, Labor Code; applicable district policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; employee leaves, health coverage and retiree benefits; requirements of various funding sources; computer use and software application for benefit program administration; recordkeeping techniques in a complex business environment; technical aspects of field; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; assist in the development and design of systems; maintain effective internal controls; analyze and interpret statistical data and make appropriate recommendations; apply generally accepted accounting principles and procedures; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.