

# **BENEFITS MANAGER**

## **(Range 125)**

### **DEFINITION**

Administers, coordinates, maintains and oversees the Las Vegas-Clark County Library District's employee benefit programs including group health, life, short- & long-term disability benefits, deferred compensation/savings plans, flexible spending plans, workers' compensation program, and Americans with Disabilities Act and Family Medical Leave Act accommodations/leaves. Performs complex plan design and administration assignments; represents the District in meetings with carriers, vendors and other organizations; and supervises day-to-day benefits administration and reporting through the HRIS system and personnel files.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from the Assistant Human Resources Director.

Exercise supervision over assigned subordinate Human Resources staff.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Coordinate and supervise daily administrative activities for the District's pre- and post-tax benefits plans, including the Section 125 plan, Section 457(b) deferred compensation plans, health, life, short- and long-term disability, and voluntary insurance plans offered through a variety of carriers and providers.
2. Review COBRA plan administration to ensure compliance with legal and regulatory requirements.
3. Interpret and explain IRS code and other legal and regulatory requirements; identify and evaluate issues and make recommendations regarding plan design and/or administration changes in accordance with the District's strategy and goals for its benefit programs.
4. Plan and implement annual open enrollment processes and monthly new hire enrollments; develop open enrollment materials and create benefit program communication pieces and other technical program documents; develop and monitor the enrollment process schedule to ensure timely and accurate enrollment completion.
5. Review benefit plan administration to ensure compliance with federal and state regulations, plan documents and labor agreement provisions; interpret legislative and contractual requirements regarding benefits administration; stay abreast of all state and federal regulatory requirements and make recommendations for change as appropriate.
6. Monitor and validate vendor and carrier performance and present recommendations to resolve issues; work with staff and carriers to resolve the most complex benefits eligibility and claims problems.

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7. Conduct research studies and surveys regarding benefits programs and make recommendations for enhancements and/or changes to plans, plan provisions and/or carriers and vendors; analyze rate proposals for various insurance plans.
8. Collect and analyze utilization trend, large case management, statistical and financial data; evaluate and prioritize issues; prepare reports and recommendations for the resolution of problems. Provide data to be utilized in the preparation of negotiation proposals for expiring insurance programs.
9. Ensure District compliance with provisions of Health Insurance Portability and Accountability Act (HIPAA).
10. Work with pension plan coordinator to provide retirement eligibility and benefit payment estimates for employees; provide information and coordinate responses to employee inquiries on plan provisions and other issues.
11. Investigate and resolve questions and complaints regarding plan coverage, payments and other issues. Act as liaison with vendors, insurance carriers and third party administrators to interpret and explain complex rules and regulations to those covered by specific plans.
12. Reconcile vendor premium billings and ensure that authorized payments are correct and reflect the appropriate enrollees. Ensure that billings are sent and that payments are received and credited.
13. Develop and implement training programs designed to educate management and employees about the District's benefit plans
14. Resolve a wide range of routine and non-routine issues and difficulties.
15. Exercise decision making skills.
16. Ensure issues regarding COBRA, OBRA, FMLA, ADA, PERS, HIPPA, Workers' Compensation, payroll and unemployment compensation are handled promptly and in accordance with established law and Library District policies and procedures.
17. Maintain accurate records of employee enrollment and beneficiary designation
18. Utilize personal computers, the Internet, and e-mail.
19. Operate office equipment including, but not limited to: copy machine, telephone, and facsimile machine.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Principles, practices, methods and techniques of benefit program design and administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan record keeping, including the provisions of HIPAA.

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2. Basic principles and practices of workers' compensation insurance, including terminology related to the negotiation and placement of insurance coverage.
3. Pertinent federal, state, and local laws, codes, and regulations governing the administration of employee benefit plans and maintenance of plan/employee records including COBRA, OBRA, ERISA, FMLA, ADA, USERRA, and state statutes governing benefit and retirement plans.
4. Standard employee benefit plan contract and coverage provisions and requirements and rate and cost determination practices.
5. Trends in human resource program development, especially in the areas of benefit program design, delivery and cost management.
6. Health insurance industry rating practices and coverage plans, including indemnity plans, Health Maintenance Organizations, Preferred Provider Organizations and self-funded plans.
7. Research methods and statistical data analysis techniques.
8. Basic accounting methods and techniques and the principles of budget administration and control.
9. Library District and Department policies and procedures, terminology and functions.
10. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Participate in the development and administration of a comprehensive program of employee benefits to meet employee needs most effectively within the District's benefits and financial objectives.
2. Develop and utilize data gathering and reporting procedures in the analysis of benefit plan costs and plan administration contracts.
3. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
4. Understand, interpret, explain and apply District policies and procedures and applicable local, state and federal legislation and regulations.
5. Exercise independent judgment and initiative within established guidelines.
6. Represent the District effectively in dealings with carriers, vendors and third-party administrators on a variety of benefits administration issues.
7. Prepare clear, concise, accurate and persuasive communications pieces, reports, correspondence, analytical studies and other written materials.
8. Make effective presentations before employees, committees, boards and other groups.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential benefit issues and employee situations.

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10. Stay abreast of trends and best practices in the areas of benefits design and administration.
11. Establish and maintain effective working relationships with all levels of District management, employees, union representatives, carriers, vendors, third-party administrators and others encountered in the course of work.
12. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
13. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.
14. Use personal computers and associated software and general office equipment.

**QUALIFICATIONS**

**Training and Experience:**

Bachelor's Degree in Public or Business Administration, Human Resource Management, or a closely related field and four (4) years of progressively responsible experience in the development and administration of employee benefit plans, at least one (1) year of which was in a supervisory or program management capacity; OR an equivalent combination of closely related education, training and work experience.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, or frequent light lifting (5 - 10 pounds); occasional moderate lifting (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

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**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

A valid Nevada driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy

**JOB CODE:            1160**

**FLSA:                EXEMPT**  
**CBA:                 NONE**

**DEVELOPED:        April 15, 2014**