

## DIRECTOR OF BENEFITS ADMINISTRATION

### DEFINITION

Directs, implements, educates, and administers a wide range of benefits and retirement programs for District employees and retirees.

### TYPICAL DUTIES

Directs the activities of the Benefits Administration Branch which include processing health benefits enrollment applications, assisting employees and retirees with insurance questions, transmitting eligibility data to health plan vendors, ensuring proper payment to plans for covered employees and retirees, and resolving issues with plan representatives.

Directs the fiscal management of health and welfare expenditures and implements cost savings and develops initiatives.

Directs the deferred compensation programs.

Develops and implements strategies to address the rising cost of healthcare and Other Post-Employment Benefits (OPEB) liabilities.

Represents the Branch in labor negotiations related to health and welfare and deferred compensation programs.

Oversees the District's compliance with all regulatory mandates related to health and welfare and deferred compensation programs.

Serves as a liaison to the Health Benefits Committee and coordinates the implementation of new health benefits policies and procedures.

Develops and implements employee wellness programs.

Counsels and advises management and the Health Benefits Committee on recent and pending legislation and court decisions including the impact to employee benefits programs, memoranda of understanding, and benefits plan documents.

Prepares and makes presentations to inform the Board of Education and Superintendent of benefits and retirement program matters.

Prepares correspondence for the signature of the Chief Risk Officer, Chief Financial Officer, Superintendent, and Board Members concerning sensitive issues.

Reviews, interprets and applies provisions of the collective bargaining agreements relative to health benefits eligibility.

Manages the selection and evaluation of the health plan vendors by providing data to the Health Benefits Committee on the performance of contractors and third-party administrators.

Participates in the development and implementation of Branch, Division, and District procedures and policies, performance measures, and organization and staffing.

Meets and works with representatives of other organizational units to address implementation of policy and procedures and to resolve operational problems (e.g., payroll, accounting, information technology, personnel, and staff relations).

Provides general direction to employee welfare programs and Benefits Administration Branch staff.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Benefits Administration directs, implements, educates, and administers a wide range of benefits programs for District employees and retirees.

Branch Directors are the administrative heads of large, multi-section organizational units (branches) with multiple functions that usually are interrelated.

A Benefits Manager oversees the day-to-day operations of all areas in the Health Benefits Branch, including health insurance, open enrollment, life insurance, flex spending accounts, retirement benefits, and payroll and personnel issues affecting health benefits

## SUPERVISION

The Director of Benefits Administration receives administrative direction from the Chief Risk Officer, and exercises supervision over subordinate managers and supervisors. General directions will be exercised over other lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, practices, and trends of benefits and retirement programs implementation and management in the public or private sector
- Program planning and evaluation
- Collective bargaining negotiating strategies and employee benefits regulatory laws relating to Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA), Centers for Medicare Studies, deferred compensation, and the Affordable Care Act (ACA)
- Basic public personnel administration
- Principles of supervision and training
- Applicable concepts of progressive discipline
- Retirement benefits rules, policies, and procedures
- Information systems capabilities and methods used in benefits administration and retirement services
- Merit system and related provisions of the California Education Code Laws and laws and procedures pertaining to the Public Employees Retirement System, rules, regulations, policies, procedures, and collective bargaining agreements pertaining to the classified employees of the District
- Microsoft Windows operating systems and Office Suite programs

### Ability to:

- Manage through subordinate supervisors
- Direct and evaluate the work of subordinate supervisory and nonsupervisory personnel
- Prepare reports involving summaries and analyses of information and the justification of controversial recommendations or findings
- Identify solutions and implement plans to solve complex problems
- Communicate effectively orally and in writing with persons at various levels
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Prepare and present oral and written reports and recommendations concisely, completely, logically, and convincingly

Effectively interact with public and private sector functionaries to carry out the District's benefits programs  
Work well under pressure of multiple priorities and short deadlines  
Effectively support negotiations with vendors and labor representatives to reach agreements  
Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment  
Maintain confidentiality  
Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a major in human resources, school business management, business or public administration, or a related field. Professional benefits certifications are preferable.

### Experience:

Four years of experience managing the implementation or administration of a health and welfare benefit and retirement program. At least two years of the required experience must include supervision.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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