

## BENEFITS MANAGER

### DEFINITION

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

### TYPICAL DUTIES

Manages the day-to-day 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 plans vendors, and resolving problems with plan representatives.

Interprets and applies provisions of the collective bargaining agreements relative to health benefit eligibility.

Reviews collective bargaining proposals related to health benefits.

Analyzes health benefit trends and practices related to the District-sponsored plans.

Reviews State and Federal legislation and assesses the impact on District plans.

Reviews health benefits activities including the transmittal of data to plan vendors to ensure compliance with policies and procedures and ensures proper payment to plans for covered employees and retirees.

Assists the Director of Benefits Administration in developing and implementing branch policy and procedure changes.

Reviews plan effectiveness and vendor compliance with contract requirements and performance guarantees.

Interfaces with the Health Benefits Committee consultant regarding various plan designs and cost issues.

Works with the Health Benefits Committee to review and recommend plan benefit changes to maximize cost efficiency and the quality of benefits provided.

Works with the Health Benefits Committee in the evaluation and selection of health plan vendors.

Develops technology plans for the branch and reviews technology proposals developed by ITS or consultants.

Participates in the development and implementation of branch procedures and policies, performance measures, and organization and staff recommendations.

Presents information to various groups concerning health and medical benefits.

Responds to inquiries from active and retired employees and prepares correspondence for the signature of the Deputy Chief Business Officer, Chief Business Officer, Superintendent and Board Members.

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

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

A Retirement and Deductions Analyst assists a Benefits Manager in coordinating the activities relative to retirement and deferred compensation deductions; and analyzes deduction operations and the retirement system and procedures.

## SUPERVISION

General direction is received from the Director of Benefits Administration. Direct supervision is given to professional, technical, and clerical support staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Education, Government, Insurance, and Labor Codes pertaining to health benefits
- District, State (AB528), and federal (COBRA) benefits programs available to employees and retirees of the Los Angeles Unified School District
- Provisions of the Affordable Care Act (ACA) pertaining to administration of group health plans
- Provisions of labor contracts that pertain to various health and welfare plans
- Eligibility, enrollment, and conversion requirements as applied by the District and its various benefit plans
- Legal terminology related to contracts
- Principles of supervision and office management
- Basic principles of systems and procedures analysis for data processing

### Ability to:

- Apply and interpret rules and procedures related to enrolling in, maintaining, or converting District benefits
- Supervise and administer work activities effectively through subordinate supervisors
- Analyze employee health benefits problems and devise solutions
- Interpret pertinent laws, rules, and regulations
- Prepare clear, concise written and oral reports
- Operate a personal computer and related peripheral equipment
- Work effectively with District personnel contractors, attorneys, and the general public

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in business or public administration, finance, or law.

### Experience:

Four years of professional-level experience in the area of benefits administration, at least two of which must be in the area of health and welfare benefits administration, preferably for a large private or public organization with at least 1500 (one thousand five hundred) employees. Two years of supervisory experience is preferable. Experience as a benefits consultant may be substituted for no more than two years of the required experience.

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.

This 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 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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