

TITLE: **BENEFITS SUPERVISOR**

QUALIFICATIONS:

1. Any combination of education and experience of progressively responsible experience in benefits management, including employee health benefits, workers compensation benefits and unemployment benefits; risk insurance including property and liability; and related areas
2. Knowledge of operational characteristics, services and activities of benefits management program
3. Knowledge of principles, trends, methods and procedures pertaining to risk insurance, self-funded insurance programs and employee benefit programs
4. Knowledge of laws pertaining to work-related injury or illness and school district liability
5. Knowledge of budget preparation and control
6. Ability to analyze complex problems and develop effective and efficient solutions and alternatives
7. Ability to collect, investigate and analyze data
8. Ability to work independently with little direction
9. Ability to communicate clearly and concisely, both orally and in writing

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To manage employee benefits including self-funded insurance programs and to perform variety of other duties relative to assigned area of responsibility

PERFORMANCE RESPONSIBILITIES:

1. Plans, coordinates and supervises District benefit programs and risk insurance activities
2. Compiles and analyzes data to develop and recommend policies and administrative regulations regarding employee benefits management, self-funded insurance programs and public liability risk factors
3. Analyzes District claim, loss and accident history and identifies methods to eliminate, minimize or indemnify risks or possible losses
4. Prepares and maintains variety of narrative and statistical reports, records, files, and other information needed to provide sound control of various programs
5. Communicates with District staff and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information
6. Participates in investigation of employee accidents, claims, thefts, and property losses and coordinate preparation of materials and evidence for use in hearing, litigation and insurance claim cases
7. Prepares in-depth data analysis of usage of employee health and welfare benefits
8. Coordinates distribution of benefits information to employees
9. Researches and presents available insurance options to District
10. Perform other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; supervisory salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.