



POSITION DESCRIPTION

JOB TITLE: Employee Benefit Supervisor Job Class: 0670		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
<p>POSITION SUMMARY: Responsible for the administration of the following MPS benefit programs: self insured indemnity health plan, HMO's, vision, dental, life insurance, employee assistance program, dependent care assistance program, pension, 403(B) and employee payroll deductions for union dues, credit unions, US savings bonds and various union sponsored group benefit programs. Assists the director in the renewal of benefit programs and related services, preparation and analysis of related and total division budgets, writing of plan documents, analyzing and recommending changes in benefit design and administration, development of cost control procedures, compliance with employee benefit aspects of labor contracts and supervision of benefit consultants and third party administrators.</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Establish procedures for and supervise the personnel performing membership enrollment in MPS benefit plans.
2. Manage and coordinate, including modification of, mainframe computerized data base of plan membership.
3. Establish and modify procedures for mainframe computerized employee and retiree premium billing system including the supervision of personnel responsible for administration of billing system. Supervise verification of premium invoices, wire transfers, premium rates and related reports. Responsible for verifying accuracy of payment for all group benefit invoices submitted to director for approval.
4. Conducts employee meetings and arranges for enrollment of employees and retirees in benefit plans. Installs new benefit plans and changes by preparing announcement material, booklets and other media for communicating benefits to employees. Advises and counsels employees and retirees on existing benefits.
5. Prepares for approval and implementation, with legal consideration, benefit documentation such as original and amended plan texts, benefit summaries, benefit agreements and insurance contracts for benefits and services. Instructs insurance carriers, trustees and other administrative servicers to effect changes in benefit programs. Ensures prompt and accurate compliance.
6. Assists in development of company bargaining proposals for employee benefits and analyzes union benefit demands. Obtains and prepares cost data for MPS and union proposals and final settlements.

7. Responsible for supervising medical necessity hold harmless program with settlement authority of \$10,000 per case after which approval of Director is requires.
8. Responsible for approval of individual case management proposals for self insured indemnity health plan recommended by MPS third party administrator up to a \$10,000 (estimated) per case authority after which approval of Director is required.
9. Assist the director in vendor contract renewal negotiations and develop specifications for new plans or modifications to existing plans to: (a) maintain cost effective programs and (b) maintain system's competitive position in labor market.
10. Assist the Director in other areas of the division when requested.
11. Hear grievances and recommend disposition to the director.
12. Assist the director in preparing the budget and budget projections.
13. Supervise personnel responsible for administering employee payroll deductions for various benefit programs.
14. Supervise personnel responsible for pension calculations/benefit statements for MPS supplemental pension plans and related internal accounting requirements.
15. Organize, administer and supervise employees responsible for employee and retiree benefit counseling programs and administration of 403(b) program.
16. Research, monitor and report to Director, trends and compliance issues, both federal and state, affecting MS benefit programs.
17. Actively supports the MPS Strategic Plan.
18. Perform other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Director, Division of Insurance and Risk management Services

SUPERVISION EXERCISED:

Pension Accountant, Benefit Analyst and Benefit Assistants

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements:

Bachelor's degree in business administration, public administration or equivalent with an emphasis in human resource management, finance or insurance. CEBS designation is preferred.

Experience Requirements:

Five years of responsible experience in the administration of diversified employee benefit plans in a large unionized institution, preferably in the public sector. Five years of supervisory experience and systems development experience with HRIS and/or mainframe billing systems.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

APPROVALS:

Supervisor _____ Title _____ Date _____

Compensation Services Manager _____ Date _____