

DIRECTOR OF BENEFITS

GENERAL RESPONSIBILITIES

Responsible for planning, designing, implementing and administering the employee and retiree benefit programs for Virginia Beach City Public Schools (VBCPS) and the City of Virginia Beach (City). Benefit programs include, but are not limited to, health, dental, vision, flexible benefits, health reimbursement arrangement, health savings account, legal plan, long term care, long term disability, employee assistance program, defined benefit (Virginia Retirement System), 403(b) plan, 457 plan, basic/optional group life, and wellness/disease management programs.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure compliance with local, state, and federal laws and regulations regarding employment benefits, VBCPS and City policies and regulations, and documents governing employee benefit plans.
- Review and finalize contracts, plan documents, summary plan descriptions, policies, agreements, and certificates of coverage for plan administration.
- Research, recommend, develop, implement, and maintain competitive benefit plans and strategies for plan offerings.
- Review legislative changes to determine impact on benefit plans and implement changes as needed.
- Develop operational policies and procedures.
- Develop and manage the department's budget; coordinate funding from City and health fund for payment and management of benefit plans.
- Provide financial management of benefit plans to include plan setup, deductions, reporting, plan payment, and allocation of funding to appropriate accounts.
- Collaboration with VBCPS and City executive leadership to ensure benefit plan offerings and practices are in alignment with strategic plans.
- Present and/or communicate changes and impact on the organization and/or employees and retirees.
- Develop Requests for Proposal for competitive products and pricing for benefit plan administration; review responses and provide recommendations.
- Oversee the administration of educational programs, materials, department web site, surveys, and mailings, to ensure effective communication with employees and retirees.
- Analyze claims data for cost drivers; recommend plan design changes to impact employee behavior; and oversee the administration of wellness and disease management programs.
- Manage plan administration, claims appeals, and represent the VBCPS and City, as required, in legal disputes.
- Attend, participate, and represent VBCPS and the City in industry meetings and conferences regarding benefit plans and employee health plans.
- Serve on internal and external committees, panels, and boards for improved health care delivery in support of VBCPS and City strategies.
- Supervise, evaluate, and provide professional development and training to staff.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge and understanding of benefit plan administration, policies, practices, and legal requirements governing employee benefit plans and health and welfare plans; in-depth knowledge of program administration for benefit plan modules in HR/Payroll systems; knowledge and understanding of trends and innovations in the area of benefit administration. Must have the ability to establish and maintain working relationships with employees at all levels within the organization; ability to supervise and manage a team; and the ability to conceptualize, initiate, monitor and evaluate new and/or current programs. Highly effective oral and written communication, analytical, strategic planning/development, and critical problem resolution skills, required.

EDUCATION AND EXPERIENCE

Master's in health education/administration, public health, human resource management, or related field, required, CEBS certification preferred; six (6) years of experience in employee benefits administration, required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

SPECIAL REQUIREMENTS

Possession of a valid driver's license