

(NEW 6-17-04)
REVISED 6-19-08
11-6-09
12-15-11
1-9-12

JOB DESCRIPTION

TITLE DIRECTOR, BENEFITS & WELLNESS

QUALIFICATIONS

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Risk Management, Insurance, Business Administration, or other related discipline. Four to ten years related experience; or equivalent combination of training and experience which provides the required knowledge, skills and abilities for this position. Extensive computer skills required (ability to use email, word processing, create spreadsheets, presentations, etc.).
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or the school board. Ability to communicate to all stakeholders at all levels in writing and verbally.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certified Employee Benefit Specialist (CEBS), Certified Benefits Professional (CBP), Professional in Human Resources (PHR), or Senior Professional in Human Resources (SPHR) preferred.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is required to

sit, talk and hear; stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO

Executive Director of Human Resources

GENERAL RESPONSIBILITIES

1. Oversees the District's various employee benefit plans, the Florida Retirement System (FRS) plan, and IRS Section 125 plan.
2. Develops and implements strategies for improving the District's benefits offering.
3. Maintains and enhances the District's employee benefit/insurance services by planning, implementing, and evaluating policies, programs and practices.
4. Implements strategic plans, goals and objectives for the District's employee benefit/insurance programs.

SPECIFIC RESPONSIBILITIES

1. Develops and implements employee benefit/insurance policies and administrative procedures to meet the needs of the District and to comply with state and federal laws.
2. Develops and administers short and long range employee benefit/insurance budget objectives.
3. Ensures legal compliance by maintaining records & monitoring and implementing applicable employee benefit/insurance federal and state requirements.
4. Identifies and recommends business processes, major products and services, including group insurance products and employee benefit programs.
5. Collects and submits underwriting data for the marketing of selected programs; meets with underwriters as needed; and submits final recommendations for programs and coverage to the Executive Director of Human Resources.

6. Supervises and provides direction for all facets of the District's insurance programs for healthcare, and life.
7. Directs and supervises all phases of the claims process.
8. Consults with, provides guidance and/or participates in negotiations, conferences and mediations with adjusting companies, legal councils, District staff, claimants, etc.
9. Ensures department staff is providing responsive customer service to District administrators and employees.
10. Administers & maintains the department's budget.
11. Participates, as required in appropriate local, state, and national meetings.
12. Attends School Board meetings as assigned by the Executive Director of Human Resources.
13. Recommends, supervises and evaluates department personnel in accordance with Board policy and existing contract.
14. Identifies benefits products and services that will recruit and retain employees.
15. Participates in the Collier County Health Care Consortium (CCHCC).
16. Prepares special reports by collecting, analyzing, and summarizing information and trends.
17. Monitors all benefits contracts; oversees compliance with contract terms, pricing and length.
18. Develops bid specifications for the purchase of all health care and life insurance.
19. Administers the Federally required drug testing program for holders of a commercial driver license.
20. Analyzes income sheltered programs that have been requested to be added to the payroll system and recommends approval or disapproval.
21. Maintain "customer service" attitude and approach with clear, concise, professional communication in order to share technical information with diplomacy.
22. Performs other duties as assigned.