

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR, BENEFITS

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	Master's degree in Risk Management, Insurance, Business Administration or other related discipline; minimum three to five years upper level management experience and/or training; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (i.e., ability to use e-mail).
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 style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or the school board.
Mathematical Skills	Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
Certificate/License	N/A
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; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the 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 quiet.

REPORTS TO Chief Operational Officer

GENERAL RESPONSIBILITIES

1. Directs the District's employee benefits operations.
2. Maintains and enhances the District's employee benefit/insurance services by planning, implementing, and evaluating policies, programs and practices.
3. Establishes 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 monitoring and implementing applicable employee benefit/insurance federal and state requirements; maintains records and represents the District at hearings and arbitrations.
4. Identifies and selects 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 School Board.
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 from intake and investigation through litigation, settlement and/or trial.

8. Consults with, provides guidance and/or participates in negotiations, conferences and mediations with adjusting companies, legal councils, District staff, claimants, etc.
9. Establishes department staffing structure and work assignments by reviewing and evaluating department operations, work products, methods, procedures and performance outcomes.
10. Ensures department staff is providing responsive customer service to District administrators and employees.
11. Supervises, reviews and/or develops the department's operating budget, to include premium rates for managed programs.
12. Participates, as required in appropriate local, state, and national meetings.
13. Attends School Board meetings as assigned by the Chief Operational Officer.
14. Recommends, supervises and evaluates department personnel in accordance with Board policy and existing contract.
15. Performs other duties as assigned.