

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Benefits Director**

Reports to: Assistant Superintendent, Human Resources

### **POSITION SUMMARY**

Oversee administration of the District's comprehensive employee benefits package, while controlling costs, offering choices, and remaining competitive with other school districts.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- D 30% Develop, recommend, and implement changes in administration of employee benefits programs, including medical, dental, vision, flexible spending, life, and disability.
- D 25% Oversee and approve employment of Benefits Office employees, as well as oversee other supervisory functions, such as mentoring, training, grievance handling, performance evaluations, discipline, and terminations, of up to 8 Classified staff members.
- M 15% Facilitate District Health Insurance Committee, as well as prepare/coordinate related Requests for Proposals and selection determination processes.
- Q 15% Review, create, and update District policies regarding FMLA/disability programs and Medical Plan Documents/Summary Plan Descriptions, ensuring accuracy of administration in accordance with plan documents.
- M 5% Prepare and monitor annual budget for self-funded medical and dental plans, as well as departmental overhead expenditures. Review monthly claim expenses and financial reports. Ensure claims paid over stop-loss amount are reimbursed to medical fund. Oversee monthly reconciliations to ensure accuracy of contributions going into the fund and accuracy of billing from insurance providers. Recommend rate changes and plan modifications to District employee bargaining groups and Board of Education.
- W 5% Manage Employee Benefit Open Enrollment process and conduct employee information meetings. Compose employee benefit communications materials. Oversee new employee benefit orientations.
- M 3% Represent the District at local, state, and federal member organizations, keeping the District current with healthcare developments and trends; survey comparable school district health plans.
- Q 1% Serve as HIPPA Privacy Officer and ensure that health plans and flexible spending accounts are in compliance with regulations.
- 1% Perform other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Bachelor's Degree in Business, Human Resources, or related field of study. Certified Employee Benefits Specialist coursework.

### **MINIMUM EXPERIENCE**

Five years experience in employee benefits administration required  
Supervisory experience required  
Experience in working with employee bargaining groups preferred

## **SKILL REQUIREMENTS**

Advanced knowledge of Employee Benefits Plan Administration required (school district setting preferred)  
Familiarity with HIPPA law and guidelines required  
Knowledge of self-funded medical and dental plans preferred  
Knowledge of stop-loss program preferred  
Problem solving, organizational, and analytical skills  
Excellent verbal and written communication skills  
Excellent customer relations orientations, including conflict resolution skills  
Working knowledge of computer applications: Microsoft Office

## **GENERAL EXPECTATIONS**

Able to work cooperatively with administrators and co-workers, as well as independently.  
Able to understand and follow complex oral and written instructions.  
Able to effectively communicate with the school district community.  
Maintain a generally positive attitude.  
Observe all District policies and procedures.

**LICENSES OR CERTIFICATION** – Valid Colorado Driver’s License

**ESSENTIAL ENVIRONMENTAL DEMANDS** - Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Occasional lifting of up to 50 pounds.  
Occasional bending, stooping, walking, standing, kneeling, squatting, and reaching.

**SUPERVISORY DUTIES** – Up to 8 Professional/Technical/Classified Staff.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*