

PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title: Human Resources Manager - Benefits
Prepared Date: 7/11/2012
Revised Date: 07/02/2018
Work Year: 261 days
Department: Human Resources
Reports To: Executive Director of Human Resources
Salary Range: Middle Management Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Human Resources Manager - Benefits is responsible for managing benefits including health, dental, and vision insurance, voluntary insurance products, workers' compensation, unemployment, and various extended leave programs approved by the District. Responsible for answering employee questions regarding District benefits; mediating problems involving insurance coverage for employees; process/maintain benefits records; managing vendor premium payments; developing, scheduling, and presenting new employee orientation programs pertaining to District approved benefits; submitting benefit claims; preparing necessary reports, paperwork, and claims; coordinate with District benefits broker and insurance committee in renewal and RFP process.

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: BA Degree in Human Resources or related field, and two (2) years of human resources experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous supervisory experience
- Previous experience in K-12 education HR
- Previous experience in Benefits administration
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of Human Resources processes, procedures, practices, and policies
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Knowledge of federal and state laws that apply to personnel
- Knowledge and experience with office equipment, personal computers, computer software, and hardware
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to communicate effectively with District staff and the public, both verbally and in writing, in English
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Protect organization's value by maintaining confidentiality in all aspects of assignments
- Manage all benefits related programs for the District to include health, dental, vision Insurance, District Life insurance, voluntary products, workers' compensation, extended leave including FMLA leave, and unemployment filings
- Coordinate vendor renewal and RFP process with District broker and insurance committee
- Arrange and process all leave requests to include FMLA, medical, military, educational, etc.
- Manage the resignation/retirement process for the District
- Manage long-term disability program
- Develop, publicize, and manage the open enrollment process
- Act as liaison with district vendors relative to employee benefits, disability, and payment issues
- Interpret, analyze, and communicate costs, cost increases, and trends as they relate to

insurance and workers' compensation

- Chair the District Insurance Committee
- Manage District Workers' Compensation Program including training secretaries and others at the building level in proper reporting
- Submit and monitor worker's compensation claims; track employee absences and restrictions
- Serve as the District hearing representative in unemployment compensation hearings
- Act as a team member for the office; follow up on pertinent issues; set positive, helpful tone for office
- Plan and organize office and work flow activities to meet program objectives in a timely manner; evaluate work procedures and methods to ensure quality, effectiveness and efficiency of operations; and anticipate events, trends, consequences and problems
- Provide information for the preparation of the consent agenda for the Board of Education. Provide information for monthly report for Board approval of personnel activity, including retirements, terminations, resignations, leave of absence, and reports of death
- Serve as coach and mentor for Human Resources executive assistant
- Perform all duties pertaining to committees, workshops, conferences, reports, task forces, and meetings, including but not limited to, compilation and preparation of preliminary drafts for various reports, special studies or surveys, and others as assigned by the Supervisor
- Attend scheduled and unscheduled meetings with staff supervisors, building administrators, and others to discuss benefits related issues
- Process information using word processing, E-mail, Internet, work order system, purchase order system, supply and data processing request systems, and other computerized processes as needed

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Human Resources Administration

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
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Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.