

<b>Job Title:</b> Director Employee Benefits	<b>Wage/Hour Status:</b> Daily, Exempt
<b>Reports to:</b> Chief Business Officer	<b>Pay Grade:</b> D11
<b>Dept/School:</b> Human Resources	<b>Date Revised:</b> June 23, 2009

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**Primary Purpose**

Administers personnel programs relating to employee benefits including: teacher retirement, health & wellness, life, disability, vision, dental, employee assistance programs, tax sheltered retirement program, IRS qualified tax saving plans, leave management, catastrophic sick leave bank. Coordinates the monthly employee orientation sessions, pre-retirement counseling and assistance sessions and counsels both employee and supervisors on leave or other problematic employee issues. Coordinates the entering of employee premium and employer contribution with Payroll and TIS Departments. Manages the employee service award program and other benefit programs sponsored by the District. Works in such a manner so that at all times the work is executed in accordance with federal, state, and local laws, and in strict compliance with, directives and regulations which have been promulgated by the Board of Trustees. Oversees the management of \$90 plus million in assets.

**Qualifications****Education/Certification**

Master's Degree

**Special Knowledge/Skills**

- Knowledge of local, state and federal laws as they may be applied to the operations of the 403(b) Tax Sheltered Annuity Program, 401 (a) Teacher Employee Retention & Recruitment Program (TERRP), 457 Tax Deferred Compensation and FICA Alternative Plans, Section 125, TRS, HIPAA and various benefit plans to include health, life, pharmacy benefits, stop loss, disease management, COBRA and other ancillary programs that the District may provide.
- Knowledge of contract law, tort law, and workers compensation code.
- Knowledge of administrative law and the functions of the Texas Teacher Retirement System
- Ability to understand, interpret rules and regulations and implement procedures to comply with all legislation.
- Ability to establish and maintain effective working relationships with actuaries, auditors, and other partners to EPISD Health Care Trust Fund, Worker's Compensation Program and other programs related to Benefits.
- Ability to draft or review policies and procedures related to the efficient administration of all benefit, leave, and retention programs
- Ability to make periodic reports to the Board
- Ability to prepare and recommend operating budget to the Board
- Excellent organization, communication, public relations, and interpersonal skills

**Experience**

Minimum of five years experience in employee benefit management with specific expertise with self-funded plans

Experience in retirement fund administration

Experience in financial investment vehicles and tax-sheltered benefit plans

Experience with technology, web-design and automated on-line enrollment systems

Experience in a school administration preferred

### **Major Responsibilities and Duties**

1. Plans, develops, coordinates, and controls the procedures or programs which may be required to effectively manage the employee benefits program to include self-funded medical plan, ancillary benefit programs, leave management and catastrophic sick leave bank
2. Oversees the activities of the employee benefit programs and coordinates professional development promoting educational seminars on tax sheltered programs, TRS retirement benefits, all benefit programs, documentation and leave management.
3. Communicates with professionals and agencies providing services.
4. Oversees contractual performance guarantees.
5. Coordinates resolution of service issues by vendors of ancillary benefits.
6. Coordinates quarterly, six-month and annual EPISD Health Care Trust Medical Plan reviews to identify required plan design changes or related issues.
7. Provides updates to the Superintendent and the Board of Trustees on pending changes in legislation that could affect the administration, funding, and operation of the benefits program.
8. Oversees competitive selection of benefit plans and carriers.
9. Administers benefits, maintains active and retired member records, counsels members on options for normal, early and disability retirements and death benefits.
10. Prepares reports, maintains data for annual actuarial reports; member reports; and any other reports required by law; supplies data for activity impact studies.
11. Updates and maintains policy and procedures as necessary.
12. Prepares weekly or adhoc communication pieces as necessary.
13. Maintains state of the art website for 24/7 communications to employees.
14. Carries out or coordinates special studies for the board.
15. Manages the on-line benefit enrollment system
16. Plans, assigns and reviews the work of subordinate personnel and evaluates their performance.
17. Develops cooperatively with other district staff on long and short range plans related to personnel benefits responsibilities.
18. Aligns the goals of the benefits operations toward the accomplishment of the district's mission goals and objectives.
19. Plans and coordinates the district's benefits and wellness fairs, flu vaccination program and employee service award program.
20. Responsible for the preparation of various forms of communications to all employees.
21. Conducts staff training on employee benefit programs and District's policy and procedures.
22. Participates or conducts presentations to diverse employee groups regarding benefit programs.
23. Works closely with principals, administrators, nurses, and other District staff in disseminating and coordinating benefit issues at school locations.
24. Participates in professional organizations and takes the initiative to provide leadership in addressing challenges facing the profession.
25. Maintains a professional level of confidentiality regarding personnel information.
26. Assists in the teacher recruitment process.
27. Performs other assigned duties as may be required by the Chief Business Officer.
28. Chairs Financial Investment Review Committee and the Employee Benefit Review Committee

### **Supervisory Responsibilities**

Supervises and evaluates the performance of Assistant Director, Benefits Coordinator(s), Benefit Specialists (s) and other assigned personnel.

### **Physical and Mental Job Requirements**

#### **Mental Demands/Physical Demands/Environmental Factors**

Works with frequent interruptions; maintains emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

226 days; annual rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Cecilia Whiteman at 230-2836.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Cecilia Whiteman al 230-2836.