



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Benefits Manager

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Officials and Administrators

**BARGAINING UNIT:** Ineligible

### **GENERAL SUMMARY:**

Under the general supervision of the Human Resources Director, the Benefits Manager administers, coordinates, maintains and oversees the Las Vegas-Clark County Library District's employee benefit programs including group health, life, short- & long-term disability benefits, deferred compensation/savings plans, flexible spending plans, workers' compensation program, and Americans with Disabilities Act and Family Medical Leave Act accommodations/leaves. The Benefits Manager directly/indirectly supervises assigned staff. Responsible for fostering positive relationships within the organization and community and assisting with the oversight of District projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment. May require travel between District Branches.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for day-to-day operational management of the Employee Benefits programs within the District:
  - a. Performs complex plan design and administration assignments; represents the District in meetings with carriers, vendors and other organizations; and supervises day-to-day benefits administration and reporting through the HRIS system and personnel files.
  - b. Coordinates and supervises daily administrative activities for the District's pre- and post-tax benefits plans, including the Section 125 plan, Section 457(b) deferred compensation plans, health, life, short- and long-term disability, COBRA plan administration, and voluntary insurance plans offered through a variety of carriers and providers.
  - c. Interprets and explains IRS code and other legal and regulatory requirements; identify and evaluate issues and make recommendations regarding plan design and/or administration changes in accordance with the District's strategy and goals for its benefit programs. Ensures District compliance with provisions of Health Insurance Portability and Accountability Act (HIPAA).
  - d. Plans, implements and monitors annual open enrollment processes and monthly new hire enrollments; develops open enrollment materials and create benefit

program communication pieces and other technical program documents; ensures timely and accurate enrollment completion.

- e. Ensures issues regarding COBRA, OBRA, FMLA, ADA, PERS, HIPAA, workers' compensation, payroll and unemployment compensation are handled promptly and in accordance with established law and District policies and procedures.
  - f. Investigates and resolves questions and complaints regarding plan coverage, payments and other issues. Acts as liaison with vendors, insurance carriers and third-party administrators to interpret and explain complex rules and regulations to those covered by specific plans. Reconciles vendor premium billings and ensures that authorized payments reflect the appropriate enrollees.
2. Assists in the supervision of assigned staff including but not limited to:
    - a. Performance Coaching & Management;
    - b. Career Counseling & Development; and
    - c. Conflict Resolution.
  3. Reviews benefit plan administration to ensure compliance with federal and state regulations, plan documents and labor agreement provisions; interprets legislative and contractual requirements regarding benefits administration; stays abreast of all state and federal regulatory requirements; makes recommendations for changes as appropriate.
  4. Conducts research studies and surveys regarding benefits programs and make recommendations for enhancements and/or changes to plans, plan provisions and/or carriers and vendors; analyzes rate proposals for various insurance plans.
  5. Collects and analyzes utilization trends, large case management, statistical and financial data; evaluates and prioritize issues; prepares reports and recommendations for the resolution of problems. Provides data to be utilized in the preparation of negotiation proposals for expiring insurance programs.
  6. Works with pension plan coordinator to provide retirement eligibility and benefit payment estimates for employees; provides information and coordinate responses to employee inquiries on plan provisions and other issues.
  7. Develops and implements training programs designed to educate management and employees about the District's benefits plans.
  8. Stays abreast of current and future trends in service or program administration and makes recommendations regarding future District Employee Benefits administration.
  9. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service

- Microsoft Word & Excel

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** Bachelor's Degree in Public or Business Administration, Human Resources Management or related field.

**Preferred:** Master's Degree in Public or Business Administration, Human Resources Management or related field.

- **EXPERIENCE:**

**Required:** Four (4) years of progressively responsible experience in the development and administration of employee benefit plans, with at least one (1) year in a supervisory or program management capacity.

**Preferred:** N/A

- **LICENSE AND CERTIFICATION:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Preferred:** Professional in Human Resources (PHR).

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

### **ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of current trends and developments in the field of Benefits Administration and Human Resources.
- Knowledge of Federal and State laws related to employee benefits.
- Knowledge of Human Resources best practices.
- Ability to motivate and supervise staff.
- Ability to accurately prepare and maintain files, records and reports.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.

- Ability to communicate effectively in both oral and written form.
- Ability to implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:** April 15, 2014

**UPDATED:** March 12, 2018