

Job Title:	Director Employee Benefits	Wage/Hour Status:	Exempt
Reports to:	Executive Director Employee Relations	Pay Grade:	108
Dept/School:	Human Resources	Date Revised:	September 29, 2022

Primary Purpose

The primary purpose of this position is to oversee and support the overall operations of the employee benefits.

Qualifications**Education/Certification**

Master's Degree

Special Knowledge/Skills

- Knowledge of local, state and federal laws as they are 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 legislation requirements
- 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

Three (3) 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

Major Responsibilities and Duties

1. Plan, develop, coordinate, and control 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. Oversee the activities of the employee benefit programs and coordinate professional development promoting educational seminars on tax sheltered programs, TRS retirement benefits, all benefit programs, documentation and leave management.
3. Communicate with professionals and agencies providing services.
4. Oversee contractual performance guarantees.
5. Coordinate resolution of service issues by vendors of ancillary benefits.
6. Coordinate quarterly, semi-annual, and annual EPISD Health Care Trust Medical Plan reviews to identify required plan design changes or related issues.
7. Provide 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. Oversee competitive selection of benefit plans and carriers.
9. Administer benefits, maintain active and retired member records, counsel members on options for normal, early and disability retirements and death benefits.

10. Prepare reports, maintain data for annual actuarial reports; member reports; and any other reports required by law; supplies data for activity impact studies.
11. Update and maintain policy and procedures as necessary.
12. Prepare weekly or adhoc communication pieces as necessary.
13. Maintain state of the art website for 24/7 communications to employees.
14. Carry out or coordinate special studies for the board.
15. Manage the on-line benefit enrollment system.
16. Plan, assign and review the work of subordinate personnel and evaluate their performance.
17. Develop cooperatively with other district staff on long- and short-range plans related to personnel benefits responsibilities.
18. Align the goals of the benefits operations toward the accomplishment of the district’s mission goals and objectives.
19. Plan and coordinate the district’s benefits and wellness fairs, flu vaccination program and employee service award program.
20. Responsible for the preparation of various forms of communication to district employees.
21. Conduct staff training on employee benefit programs and District’s policy and procedures.
22. Participate or conduct presentations to diverse employee groups regarding benefit programs. coordinating benefit issues at school locations.
23. Work closely with principals, administrator, nurses, and other District staff in disseminating and coordinating benefit issues at school locations.
24. Participate in professional organizations and take the initiative to provide leadership in addressing challenges facing the profession.
25. Maintain a professional level of confidentiality regarding personnel information.
26. Assist in the teacher recruitment process.
27. Perform other assigned duties as may be required by the Chief Business Officer.
28. Chair Financial Investment Review Committee and the Employee Benefit Review Committee
29. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise and evaluate 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

Maintain emotional control under stress. Work with frequent interruptions; 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

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: _____

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, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.