

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Benefits	Range: NR (CL)	Management Schedule
Date Revised:	September 30, 2005	Date Approved:	
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Human Resources or designee, this position is responsible for a variety of supervisory duties related to the planning, implementation and administration of the District's employee benefits programs.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, organizes and directs the administration of the District's employee benefit programs and deferred compensation plans; ensures compliance with District procedures and applicable legal requirements.
2.	Oversees the administration of contracts and agreements involving employee benefits; provides guidance in policy interpretation of plan documents.
3.	Plans and conducts new employee benefit enrollment and orientation; Plans and conducts the implementation of periodic benefits open enrollment programs.
4.	Responds to employee inquiries and consults with employees regarding benefits eligibility and options; serves as the primary liaison with benefits providers and third-party administrators in resolving employee concerns.
5.	Oversees the preparation, processing and maintenance of documents, records and reports necessary for implementation of various benefits programs and as required for compliance with COBRA and other applicable regulations, policies and procedures.
6.	Monitors benefits costs; directs the processing and reconciliation of insurance billings; resolves billing issues.
7.	Oversees the entry and processing of benefits data in the Human Resources Information System; ensures accuracy of benefits allocations and deductions and makes corrections and adjustments as necessary.
8.	Compiles and analyzes data and prepares various reports related to benefit programs and deferred compensation plans; calculates benefit rate changes and employee contributions; maintains, audits and reconciles data; updates benefits materials and correspondence.
9.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees, advisory boards and special projects as assigned.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Maintains current knowledge of laws, rules and regulations related to employee benefit programs and deferred compensation plans. Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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12.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
13.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The District Benefits Manager maintains frequent contact with employees, retirees, benefits providers, and third-party administrators.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Any combination equivalent to two years of college-level training with emphasis in business administration, financial record keeping or related field, and two years of increasingly responsible experience in the administration of employee benefits.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of public sector employee benefits administration with emphasis on multi-choice plans, including health maintenance organizations and preferred providers

Knowledge of state and federal laws pertaining to employee benefits, including COBRA and IRS Section 125

Knowledge of Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS)

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of appropriate software and databases

Ability to negotiate and manage contracts with third-party administrators and benefits providers

Ability to read, analyze and interpret complex documents, compile information and prepare reports

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

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Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others  
Ability to respond effectively to inquiries and complaints  
Ability to use word processing and spreadsheet software

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3- hours); may require off-site duties and activities.

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