

## SOUTH BURLINGTON SCHOOLS

### Job Description

**Job Title:** Benefits Manager  
**Location:** Human Resources  
**Job Group:** Non-Union, Support Staff  
**Pay Level:** Exempt, Pay Grade 11  
**Reports to:** Human Resource Director

**Summary:** Responsible for the daily oversight of assigned employee health and welfare benefit programs and special projects. Meets with employees to resolve concerns and provide accurate information. Maintains District files in concert with local, state, and federal requirements. Assists Human Resources Director (HRD) by performing assigned administrative duties and special projects.

**Essential Duties and Responsibilities:** *(Other duties may be assigned)*

1. Manages the health and welfare programs for the District:
  - a. Designs and implements an open enrollment program. Provides accurate information and enrollment forms to all eligible employees for the District's insurance benefit plans including: health, dental, life, LTD/ADD, Section 125 and Health Savings Accounts (FSA, HRA, HSA).
  - b. Actively participates in the new employee on-boarding activities and maintains the employee website and portal information for health and welfare programs. Develops educational material and assists employees with questions regarding benefit coverage and claims.
  - c. Evaluates district benefits strategy annually and evaluates markets for related insurances, retirement plan services and ancillary benefits and makes recommendations to the HRD.
  - d. Coordinates with the Business Manager and HRD to formulate and implement a regular schedule for bidding (RFP) on health and welfare related contracts.
  - e. Develops health and welfare data for administration and maintains accurate, up-to-date files of all benefit-related information.
  - f. Ensures Summary Plan Descriptions (SPDs) are current and made available to employees, as appropriate. Maintains files and records of requests and modifications made.
2. Collaborates with the Payroll Coordinator (PBC) in the administration of the employee benefit programs:
  - a. Provides completed benefit enrollment forms in a timely manner for payroll processing.
  - b. May assist in the preparation of required reports and data collection related to health insurance plans.
  - c. Provides termination information to payroll for third-party COBRA notifications.
  - d. Works with employees, representatives of government and other agencies to provide relevant information and/or obtain information.
  - e. Assists with monitoring benefit plan administration, including but not limited to auditing benefit census after open enrollments.
3. Manages the District processing of ADA employment accommodation requests:
  - a. Maintains procedures, forms, and educational tools on ADA. Provides training as necessary.
  - b. Responds to requests for employee workplace accommodations. Guides the interactive process with administrators and supervisors in an effort to identify reasonable accommodations, whenever possible.

- c. Maintains files and records of requests and modifications made.
  - d. Tracks data on ADA requests, modifications, and accommodation denials.
  - e. Ensures accurate and timely communication with employees as required.
4. Oversees the District Worker's Compensation program:
- a. Serves as the District's contact with the Workers' Compensation third party processor and insurance carrier. Coordinating claims work with Worker's Compensation insurance carriers to manage claims.
  - b. Provides reports and related information to state and other required agencies regarding claims. Ensures annual postings are distributed and OSHA reporting is completed and filed.
  - c. Provides accurate information to employees and training to administrators/supervisors about district leave benefits, protocols, and Worker's Compensation benefits.
  - d. Prepares, and processes "First Report of Injury" claims. Follows up and monitors concerns as necessary.
  - e. Coordinates flow of information concerning WC leaves with building administration, school nurses, and the Payroll/Benefits Coordinator.
  - f. Facilitates a return to work process for employees and/or coordinating end of work plan.
5. Oversees the District employee leave programs:
- a. Maintaining employee leave records, reports and related files consistent with District provided leave benefits programs and as required by FMLA/VPFLA, Workers' Compensation, ADA, and other related laws and statutes.
  - b. Actively engaging with employees to provide accurate, specific leave information by phone, in person, and/or through correspondence.
  - c. Following up with employees on required medical documentation, return to work plans and forms, and related information. Coordinates the employee's return to work plans with supervisors, as necessary.
  - d. Ensuring all required posting, reporting, and/or notification requirements are met. Ensures leave procedures are accurately documented, current, and distributed/posted appropriately.
  - e. Providing training to employees on the use of the software systems (i.e. Frontline and Health Screening Software) and provides information to eligible on-boarding employees.
  - f. Ensuring that online employee leave benefits are accurately set up for each employee and collaborates with ongoing leave requests with the business office.
  - g. Consistently tracking employee leave requests from the on-line absence system to identify leaves that may be ADA or FMLA/VPFLA eligible and to ensure that leaves are consistent with collective bargaining agreements and non-union employee guidelines. Brings irregularities to the attention of the employee's supervisor and requests for exceptions to the attention of the Superintendent/designee.
  - h. Tracks employee information related to COVID and ensures District compliance with health department, Vermont AOE rules and expectations for employees. Provides recommendations to Administration as necessary.
  - i. Develops data points to identify trends for planning purposes.
6. Coordinates health and wellness resources available through VSBIT such as, but not limited to, the Employee Assistance Program, and PATH Coordination.

7. Maintains professional growth and knowledge of relevant research and current human resources practices via participation in state-wide professional organizations; advanced study; attendance at conference, workshops and/or other means.
8. Maintains the Post Offer, Pre-Employment process.
  - a. Coordinates services through third-party health providers to provide required physicals.
  - b. Maintains required documents in a confidential manner. Ensures updated plan documents, health information.
9. Serves as the District HIPAA Coordinator.
10. Responsible for maintaining separate medical files for Transportation Employees, necessary for licensure.
11. Performs other duties as assigned.

**General Responsibilities:** The ability to work in a collaborative team environment is essential to the employee's successful job performance. Carries out responsibilities in accordance with the District's policies and applicable laws at the direction of the supervisor. Responsibilities include: training; planning, addressing complaints; and resolving problems. Regular attendance in accordance with established work schedule.

**Qualification Requirements:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:** Bachelor's Degree in Human Resources preferred, Associate's Degree or equivalent in Human Resources, Business Management, or associated area required. Five or more years as a human resource generalist, or payroll/employee benefit experience required.

**License and/or Certification:** A designation in the Human Resources area is preferred such as: PHR, SPHR, SHRM-CP or SHRM-SCP is helpful.

**Language Skills:** Ability to read and interpret documents such as legal documents and citations, safety rules, operating and maintenance instructions and procedure manuals. Must also write routine reports and correspondence and speak and interact effectively with individuals and before groups of employees.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. A demonstrated ability to deal with problems involving several variables in situations where standardization may or may not be present is essential.

**Other Skills and Abilities:** Ability to operate personal computer software, especially spreadsheets. Ability to communicate clearly and concisely, both orally and in writing. Must be able to keep high levels of confidentiality in all aspects of job performance. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

**Physical Demands:** *The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the district may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to remain stationary, talk, see, hear and to operate a computer, office equipment, and file documents. The employee is periodically required to stand, walk,

reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds such as files and office equipment. Specific vision abilities required by this job include close vision and depth perception.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. Position usually demands meeting deadlines with severe time constraints. Some travel in and out of the District is required.

**Terms of Employment:** 12 months

**Evaluation:** Annually, by the Human Resources Director

**Date Accepted:** 12/1/21 DYoung

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_