



POSITION DESCRIPTION

TITLE: Associate Director, Employee Benefits
FLSA STATUS: Exempt

CATEGORY: Professional
GRADE: F

JOB SUMMARY: Under the direction of the Executive Director of Human Resources, this position is responsible for overseeing all Human Resources activities related to employee benefits, workers' compensation and risk management/safety.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Develop, provide training, and implement District employee benefits program in accordance with federal and state laws, and district operational policies and procedures; plan, develop, implement, and administer benefit Information Technology (IT) systems for Human Resources by partnering with IT staff, outside consultants and vendors, to provide high quality HR benefits, risk management, safety, and workers compensation systems for the District. | 20% |
| 2. Administer employee benefits plans including Group Benefits Plans (GBP), retirement programs, leave benefits, unemployment compensation issues and act as advisor for workers' compensation and other benefit issues. | 15% |
| 3. Serve as liaison between the District and various state agencies and vendors concerning benefits programs, claim services and resolve benefit issues; perform complex research and analysis to determine appropriate benefit level according to guidelines and procedures; provide cost analysis of benefit adjustments for the budgeting process. | 10% |
| 4. Oversee the administration of the workers' compensation self-funded program including preparing request for proposal specification, evaluating, and monitoring third party administrator and claims activity; maintain and approve workflow processes for Human Resources documents affecting workers' compensation claims for the District through the Workers Compensation Specialist/Coordinator. | 10% |
| 5. Oversee risk management and safety; provide supervision and guidance, review and approve documents pertaining to the different areas and recommend changes to department(s) operations. | 10% |
| 6. Responsible for coordinating and verifying the data necessary for critical state reporting, including the Teachers Retirement System (TRS) TEAMS Report. | 10% |
| 7. Oversee related activities that include conducting and participating in benefit surveys; research issues related to policy development and recommend new or revised departmental policies and procedures. | 5% |

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| 8. Provide direction and guidance to assigned staff including orientation, performance appraisal, professional development, coaching and counseling; participate in setting performance goals and priorities that contribute to departmental mission. | 5% |
| 9. Responsible for auditing and verifying retirement and tax shelter annuity processes completeness and accuracy; administer components of the automated HR Information System to ensure accurate reporting and recording as it pertains to benefits management. | 5% |
| 10. Participate in setting short and long-term departmental goals and objectives and compile statistical data. | 5% |
| 11. Act on behalf of the Executive Director during the Executive Director's absence; perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned staff. Indirectly supervises full- and part-time staff assigned to the areas of responsibility.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's degree in Business, Human Resources or a related field.

EXPERIENCE: Six (6) years related experience as a human resources manager or generalist.

CERTIFICATIONS/LICENSURES: Must have a valid driver's license. SPHR or PHR desired.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Knowledge of federal and state required Human Resources laws and regulations;
- Ability to interpret and apply regulatory guidelines to current departmental operations;
- Must be familiar with human resources and payroll information system processes;
- Working knowledge of FMLA and ADA administration and compliance;
- Effective verbal and written communication skills;
- Effective organizational and detail oriented skills;
- Ability to analyze complex issues and facilitate issue resolution;
- Ability to handle and manage confidential information with the highest level of professionalism and integrity;
- Ability to interact with all levels of employees at the institution, as well as, any member of the community;
- Experience supervising & managing personnel;
- Strong computer skills with database and spreadsheet programs including Microsoft Excel;
- Ability to maintain consistencies in actions and practices, and general management skills;
- Ability to effectively deliver public presentations, and to effectively present training and instruction;
- Experience reviewing and recommending budgets;

2. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, phone, fax, etc.).

3. Software Used: A variety of word-processing, spreadsheet, database software; HRIS, integrated administrative information system and network E-mail.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date