

## Manager, Benefits

**FLSA Status:** Exempt

**Pay Grade:** 26

**Job Title ID:** 13053

**Job Series/Job Family:** Human Resources Series / HR Family

### Reports To

Vice President, Human Resources

### Job Purpose

To manage the College-wide benefits programs and supervise the Human Resources Benefits Section.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Develops, implements and manages employee benefits programs including, but not limited to, group insurances, Employees Retirement System (ERS), the Teacher Retirement System (TRS), Optional Retirement Program (ORP), Affordable Care Act (ACA), Family Medical Leave Act (FMLA), disability plans, Employee Assistance Program (EAP), supplemental insurance, ensuring compliance with legislative directives, state and federal laws and ACC policies and procedures.
2. Researches, studies and remains current on news, laws, regulations, policies and practices affecting employee benefits ensuring compliance. Initiates and facilitates any changes/updates.
3. Manages and oversees programs and other benefits information retrieval from HRIS system for accurate payments and reports generation for reconciling employee benefits, flexible spending accounts, retirement programs and other benefits programs.
4. Counsels and assists employees, supervisors, retirees, vendors, contractors, state and local agencies, and HR staff with inquiries and questions regarding benefits programs; coordinates death benefits for survivors of deceased employees. Manages decisions on complex benefits issues.
5. Responds to questions from benefit providers including Employees Retirement System of Texas, Teacher Retirement System and other external agencies regarding benefits, benefit changes, flexible spending accounts, and benefits policies; mediates between providers and district employees.
6. Performs research and analysis in support of presentations, projects, interviews, statistical reporting, surveys, forecasting, trends, forms preparation, and other reporting requirements.
7. Composes written communications for various audiences to instruct, explain and/or train regarding benefit matters.
8. Develops, tests, and implements customized reports and processes to automate and improve operations.
9. Maintains database and computes information for accurate payments and reports, for retiree coverage, and retiree dental reimbursement payments.
10. Conducts educational and information sessions and workshops for a variety of audiences.
11. Provides periodic reports to the administration and ACC Board of Trustees.
12. Hires, supervises, trains, and evaluates benefits office staff.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Principles, best practices, and trends in human resource and benefits management.

- Insurance administration and accounting concepts and procedures.
- Benefit plan programs and options available to employees including, but not limited to, health insurance, retirement, disability, and leave.
- Applicable regulatory requirements and other pertinent regulations, laws, and processes including FMLA, ADA, disability laws, state requirements, and retirement system regulations.
- Supervisory principles, practices, and methods.
- Benefits survey methodologies.

**Preferred**

- Knowledge of Employees Retirement System (ERS) and Teacher Retirement System (TRS).

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Analyzing laws, regulations, and procedures and applying changes to existing plans or provisions.
- Leading and coordinating the activities of staff.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Developing benefits policies and procedures.
- Effectively solving problems and making decisions.
- Advanced writing skills.
- Effectively managing conflict.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.

**Computer Skills**

**Required**

- Demonstrated proficiency using standard office software applications at an advanced level.

**Physical Requirements**

**Required**

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is routinely performed in an office environment.

**Work Experience**

**Required**

- Two years benefits work experience, including one year of supervisory experience.

**Preferred**

- Related work experience in higher education or a Texas state agency.

**Education**

**Required**

- Bachelor's degree.

**Licenses/Certifications**

**Required**

- Valid Texas Drivers License.

***Preferred***

- Certified Benefits Professional (CBP), Certified Employee Benefit Specialist (CEBS), and/or certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

**Other**

***Required***

- Experience in designing or implementing benefits programs and supporting electronic systems.
- Ability to travel as required.

***Preferred***

- Knowledge of ACC Administrative rules, policies and procedures, ACC Human Resources-Employee Handbook and Written Procedures, Employees Retirement System of Texas, Teacher Retirement System of Texas, and/or Texas Higher Education Coordinating Board-Optional Retirement Program. HRIS software skills.

**Safety**

***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.