

# MODESTO CITY SCHOOLS

## Job Description

JC# 10078

### **DIRECTOR I, EMPLOYEE BENEFIT PROGRAMS**

#### OVERALL RESPONSIBILITY

Under general supervision, provide leadership and assume management responsibilities for the implementation and evaluation of assigned District personnel and health and welfare benefit programs.

#### SPECIFIC RESPONSIBILITIES

1. Assume responsibility for personnel, equipment, and supplies of the Benefits Office. *E*
2. Maintain Benefits Office procedures and controls. Analyze and recommend benefits software modifications or enhancements. *E*
3. Maintain and apply knowledge of laws, regulations, and procedures that govern benefits processing. *E*
4. Assist in the preparation of benefits information for negotiation purposes. *E*
5. Meet all insurance and retirement deadlines, including related reports (i.e., 1095-C, etc.). *E*
6. Oversee and coordinate CalPERS membership letters for part-time employee. *E*
7. Oversee processing and payment of benefit-based billing, internal account reconciliation and department-level auditing. *E*
8. Coordinate and supervise the annual health benefit “open enrollment” periods, including Cash-in-Lieu processing. *E*
9. Serve on District Insurance and/or Health Benefits Committees; coordinate market quotes and CalPERS impact. *E*
10. Review and provide approval or denial of all requests for leaves of absence. Maintain regular contact with Human Resources’ Senior Directors regarding leaves of absence affecting staffing. Review, monitor, and provide direction regarding employee absences and leave tracking. *E*
11. Provide direction and monitor accrual of sick leave for part-time or hourly employees as required by Federal, State, or other applicable law. *E*
12. Assist in the selection, orientation, supervision and evaluation of personnel. *E*
13. Provide monthly reports to Sutter regarding employee eligibility for the Employee Assistance Program. *E*
14. Coordinate with the Human Resources staff to maximize the efficiency and effectiveness of new hire orientation processes. *E*
15. Oversee and coordinate the District’s Wellness initiative. *E*
16. Provide recommendations for content of department website and informational materials to assist employees in understanding and accessing insurance and benefit options and requirements. *E*
17. Establish, build capacity for, and reinforce the expectation to provide exceptional service for employees and internal/external clients and/or customers. *E*
18. Apply laws, codes, policies, and regulations pertaining to the area of assigned responsibility. *E*
19. Establish and maintain cooperative relationships with those contacted during the course of work.
20. Perform other related duties as assigned.

## **DIRECTOR I, EMPLOYEE BENEFIT PROGRAMS (continued)**

### WORK YEAR

Approved days as specified on the Management Salary Schedule

### SALARY

Management Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of public information principles and techniques, including an awareness of community needs, interests and concerns.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply evaluative instruments and interpretative procedures
- Knowledge of and ability to apply management, budget and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to understand and implement complex oral and written directions.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Knowledge of legal procedures and terminology.

#### Experience

##### Minimum Requirement:

Three (3) years of full-time experience in the areas of human resources, insurance, or related functions.

##### Desirable Qualification:

Three (3) years of full-time experience in a public or private school system, focusing in the areas of human resources, insurance, or related functions.

#### Education/Credentials

##### Minimum Requirement:

Bachelor's Degree in a field related to the position

##### Desirable Qualifications:

Major/minor in Personnel Administration  
Valid California Administrative Credential

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents and relate the spatial distances between objects.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.
- Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

### REPORTS TO:

Associate Superintendent, Human Resources or designee

Cabinet Approved: 1/30/23

Board Approved: 2/6/23