DESCRIPTION, DUTIES & EXPECTATIONS OF POSITION

POSITION TITLE: BENEFITS MANAGER

PERSONNEL CLASSIFICATION: ADMINISTRATIVE STAFF, FULL-TIME

DEPARTMENT: BUSINESS OFFICE

DEPARTMENT HEAD: VICE PRESIDENT FOR FINANCE & BUSINESS

IMMEDIATE SUPERVISOR: DIRECTOR OF PERSONNEL

PRIMARY PURPOSE & OVERVIEW: Responsible for administration of employee benefits in all college operations including regulatory compliance. As needed, provides special guidance and assistance to all employees on various employee benefits. Develops, recommends, and implements approved, new, or modified plans and employee benefit policies, and supervises general administration of existing plans to assure regulatory compliance.

PRIMARY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Administers employee benefits programs (retirement plans, group health insurance plan and associated wellness program, term life insurance plan, group long-term disability plan, accidental death policies, tuition programs, etc.). Meets with all new faculty and staff to complete benefit enrollment and general onboarding process. Implements and coordinates educational programs related to benefit plans for faculty and staff including scheduling and overseeing campus visits by representatives of benefit plan carriers, third-party administrators, etc.
- Develops census data and directly participates in the renewal processes including solicitation of brokers and insurance companies for proposals. Assists supervisory staff with the evaluation of proposals and makes recommendations to supervisory staff.
- Installs approved new plans and changes to existing plans by preparing announcement material, revised plan documents and summary plan descriptions, and other media for communicating new plans or plan changes to employees in a timely manner and in accordance with state and federal laws. Conducts employee meetings and arranges for timely enrollment of employees as needed. Conducts employee benefit seminars. Revises and reissues all communications material on benefits as necessary. Advises and counsels employees on existing benefits.
- Assures regulatory compliance with provisions of Employee Retirement Income Security Act, Patient Protection Act, Affordable Care Act and other state or federal laws impacting employee benefits. Prepares reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies (e.g., Form 5500, Form 8955-SSA, Summary Annual Reports, etc.). Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to supervisory staff. Coordinates benefit plans with government-sponsored programs.
- Develops benefit information and statistical and census data for brokers, insurance carriers, and supervisory staff. Acts as college’s primary liaison to audit firm and auditors to complete annual audit of benefit plans and associated filings in a timely manner.

(09/01/2014)
• Receives and responds to benefit inquiries and complaints to ensure timely, equitable, and courteous resolution. Maintains contact with brokers, third-part administrators, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
• Oversees maintenance of human resources records associated with all benefit plan eligibility and participation including filing of state and federal reports to assure regulatory compliance (PICORI fees, health exchange eligibility, etc.). Responsible for maintenance of enrollment, application, and associated records for all benefit plans.
• Working with the position supervisor and third-party program provider, responsible for roll out of employee online training programs and associated reminders. Maintains records of all training completed.
• Acts as backup for Payroll Clerk generating payrolls, completing related filings and submissions (ACH transfers, taxes, reports, etc.), and maintaining associated records when and as needed.
• Other duties as assigned.

**JOB REQUIREMENTS & QUALIFICATIONS (required unless noted differently):**

• Bachelor's degree in management, business administration or related field preferred and minimum of two years work-related experience, preferably in the area of employee benefits administration.
• Ability to communicate in English, both written and orally with individuals in a face-to-face, one-on-one or group setting or by telephone.
• Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar.
• Ability to work independently, exercising discretion and good judgment, and to work cooperatively on a team.
• A strong work ethic, attentiveness to detail and strong problem-solving skills.
• Possess a warm, outgoing, energetic, positive demeanor.
• Superior people skills that include tact, diplomacy and professionalism.
• Excellent oral and written communication skills.
• Knowledge of college's organizational structure, workflow, and operating procedures preferred.
• Skill in examining processes, formulating policy, and developing and implementing new strategies and procedures.
• Ability to maintain good professional relationships with colleagues, faculty, and staff is required.
• Working knowledge of payroll system and associated state and federal regulations.

**PHYSICAL REQUIREMENTS:** Work is normally performed in a typical office setting with some travel on campus or to/from North Campus required:

• Sitting in a normal seated (stationary) position for extended period of time.
• Reaching by extending hand(s) or arm(s) in any direction.
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard, telephone, etc.
• Communication skills using the spoken word, discerning and conveying (exchanging) information.
• Vision sufficient to see within normal parameters.
• Hearing sufficient to hear within normal range.
• Occasionally required to move or transport (lift) items weighing up to 15 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

(09/01/2014)
GENERAL EXPECTATIONS OF POSITION: Attendance on the job is an essential function of the position. Maintain regular and timely work hours, and be prompt in arriving at the office every day to cover normal office hours. Work at least eight hours each day (not including breaks and lunch periods). Work additional time (weekends and evenings) as necessary to successfully carry out all position responsibilities and achieve goals and results. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Position Description may be added to, amended, or deleted at any time by the position supervisor, department head or President.

DISTRIBUTION: One (1) copy of this document will be provided to the employee, immediate supervisor, and department head. An additional copy will be maintained in the employee’s personnel file.

(09/01/2014)