

## EAST BAY REGIONAL PARK DISTRICT

### BENEFITS MANAGER

#### GENERAL FUNCTION:

Under general direction, performs a variety of administrative tasks associated with management of the District's employee benefit program and its multiple components, i.e., pension, health, dental, deferred compensation, supplemental leave, dependent care and long term disability insurance.

#### ESSENTIAL FUNCTIONS:

Serves as the District employees' benefits administrator, performing a variety of administrative tasks that ensure that the District various employee benefits are properly and efficiently executed in accordance with District policy and contractual agreements. Maintains benefit documents, records and reference materials, updating changes and serving as a technical resource on eligibility, coverage, options and costs to management and employees. Benefits coordination is complicated by the impact of variations in benefits for the District's two bargaining units and two categories of non-bargaining unit employees, and two types of pension programs. As directed, collects data on various benefit packages and their costs, trends and levels of coverage for use by supervisor in budget planning, collective bargaining and/or contractual discussions with external benefit providers and underwriters. Counsels employees on benefit issues, i.e., health and dental coverage choices, pros and cons of retirement plan conversions, deferred compensation, develops annuity calculations for potential retirees and prepares all election forms and documents for initial hires and current employee's benefit changes. Provides continued benefit coordination support to the District's retirees. Oversees the District's long term care leave and sick leave bank programs, and processes all documents related to authorizations and costs for employees on long term disability. Periodically conducts in-house training on benefit eligibility and coverage changes. Stays abreast of trends in public sector benefit programs through contacts with comparable organizations and professional organizations and provides supervisor with trends and cost management innovations. Supervises staff in the accomplishment of some, or all, of the above duties. Evaluates performance, recommends or approves training requests; schedules vacations and approves requests for leave. Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS:

- Education: A Bachelor's Degree from an accredited college or university in human resources, industrial relations, business, public or personnel administration or a closely related field; and
- Experience: Three years of administrative experience in human resources management, which must include personal responsibility for administering a full range benefits program. Benefits program experience in a public sector environment is desirable.
- Substitution: A Master's Degree in human resources, industrial relations, business, public or personnel administration or a closely related field may be

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accepted as an equivalent to a maximum of one of the required three years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITY:

General understanding of various typical employee benefit programs, their administrative requirements and associated costs. Ability to maintain appropriate records, files and data, and collect, analyze and provide information for utilization by management. Well developed verbal and written communication skills and ability to effectively counsel individuals on important decisions.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment.

REPORTS TO: Human Resources Manager

SUPERVISES: Human Resources Assistant

Employment Category: Management, Range MG02  
Adopted by Board: 12/06/1994  
Resolution #: 1994-9-231  
Revised by General Manager: 12/21/2001  
Revised by General Manager: 06/13/05