

Position Description Benefits Manager

I. Position Summary

This position manages all employee benefits plans and programs for the City of Minneapolis. The City also administers the benefits programs for various independent Boards and Agencies. The Employee Benefits Manager designs, implements, and manages a comprehensive employee benefit package that meets the needs of a large, diversified work force. This position is in the Human Resources department and reports to the Director of Enterprise Services.

II. Position Responsibilities

Strategic focus

Manage the review and revision of goals and objectives of benefit plan design. Notify, monitor and provide information on pending or new legislation and changes in tax law, as well as benefit and funding trends that may affect the benefits program. Advise and recommend appropriate action to decision makers regarding benefit plan changes.

Interpret and apply state of Minnesota and Federal tax and benefit laws, Department of Labor and IRS regulations to City Benefit Plans.

Develop and recommend benefit plan designs that maximize tax savings available under evolving federal and state tax law.

Partner with providers to obtain alternative funding analysis and conduct actuarial analysis of claims reserves and funds requirements as requested.

Partner with the Finance department to provide any necessary actuarial services, including projecting funding needs for upcoming fiscal year that are specific to the City of Minneapolis.

Foster cooperative and productive relationships with City labor representatives and the City Labor Management Committee and function as an effective internal resource. Serve as Chairperson of the city-wide Health Labor Management committee.

Operational focus

Solicit, evaluate and recommend benefit plan providers or administrators based on city policy, best practices, and MN. Statutory requirements.

Lead the development of "Request For Proposal" for products necessary to implement the benefits plans.

Negotiate and manage all employee benefit plans to ensure service delivery complies with contract terms and conditions.

Advise and assist with writing plan modifications and new plans, assist in the amendment approval process and submit written reports and other documents as required by the Federal Government. Maintain a thorough understanding of the requirements of COBRA and HIPPA including the consequences and liabilities of incomplete or inaccurate implementation of the legal requirements.

Advise and assist in reviewing contracts, plan documents, insurance policies and other documents for applicability, accuracy and consistency. Prepare and deliver necessary reports to decision makers.

Develop administrative procedures that enhance cost effective operations.

Understand Human Resource Information System capabilities to maximize administrative efficiencies and utilize web capabilities. Conduct periodic business process reviews and determine the best application of software solutions to maximize efficiency.

Develop and deliver comprehensive training to enhance employee and retiree's understanding of City benefit plan options and applicable tax advantages.

Direct the administration of all employee benefit plans options and conduct periodic audits of the provider to ensure that contract provisions are being met and contracted services are being delivered as expected.

Acquire from the provider records of financial and claims experience, condition and progress of plans and provide quarterly reports for internal reporting procedures.

Facilitate the development of benefit program communication materials. Help coordinate the design, editing, printing and production of the materials and give advice and recommendations when necessary.

Effectively supervise, manage and provide work direction to the benefits staff.

Other functions as assigned by the Director of Enterprise Services.

III. Knowledge, Skills and Abilities

Able to appropriately apply the principals of insurance underwriting, benefits administration and related legal provisions.

Demonstrated ability in creating Request For Proposals based on the employers needs and industry best practices.

Able to provide timely and accurate cost analysis of Benefit plans.

Ability to develop and maintain effective working relationships with elected officials, City personnel, Labor Representatives and other agencies.

Demonstrated ability to communicate tactfully and effectively, both orally and in writing. Ability to present information in a clear and concise manner to large groups.

Ability to evaluate program effectiveness, initiate change when necessary, and influence others to adopt new methods of operations. Able to negotiate and resolve conflict as needed to implement operational changes.

Demonstrate excellent organizational and problem solving skills. Ability to manage multiple, high-level projects.

Ability to work independently, determine priorities and make appropriate decisions.

IV. Position Qualifications

Bachelor's Degree with a focus on Human Resource Management, Industrial Relations and or Business Administration.

Five to seven years experience performing similar duties, including supervision of staff.

An equivalent combination of related education and professional level work experience may be considered.

V. Salary and Benefits

Starting salary \$70,386 (Entire salary range \$70,386 - \$77,795) and City of Minneapolis Appointed Employee benefits package.