



DIRECTOR OF BENEFITS

GENERAL RESPONSIBILITIES

Expertise in administration of health and welfare plans. Responsible for planning, designing, implementing, and administering the employee and retiree benefit programs for the City of Virginia Beach (City) and Virginia Beach City Public Schools (VBCPS). Benefit programs include, but are not limited to, health, dental, vision, flexible benefits, health reimbursement arrangement, health savings account, legal plan, long term care, long term disability, employee assistance program, defined benefit (Virginia Retirement System), 403(b) plan, 457 plan, basic/optional group life, and wellness/disease management programs.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Compliance with local, state, and governmental laws and regulations regarding employment and benefits; City and VBCPS policies and regulations; and documents governing employee benefit plans
- Research, recommend, develop, implement, and maintain competitive benefit plans and strategies for effective plan offerings
- Develop and manage budget for department, coordinate funding from City and health fund for payment and management of benefit plans
- Provide financial management of benefit plans as to plan setup, deductions, reporting, plan payment, and allocation of funding to appropriate accounts
- Collaboration with City and VBCPS executive leadership to ensure benefit plan offerings and practices are in alignment with strategic mission
- Effective communication with City/VBCPS executive leadership, and City/VBCPS officials, as necessary, to present and/or communicate changes and impact on the organization and/or employees and retirees
- Review legislative changes, determine impact on benefit plans and implement required changes
- Develop operational policies and procedures
- Review and finalize contracts, plan documents, summary plan descriptions, policies, agreements, and certificates of coverage for plan administration
- Develop Requests for Proposal for competitive products and pricing for benefit plan administration; review responses, and provide recommendations
- Oversee educational programs, material, web site, surveys, and mailings, to ensure effective communication with employees and retirees
- Analyze claims data for cost drivers; recommend plan design changes to impact employee behavior; and oversee wellness and disease management programs to improve employee health
- Manage plan administration, claims appeals, and represent the plan in legal disputes
- Attend, participate, and represent the City and VBCPS in industry meetings and conferences regarding benefit plans and employee health
- Serve on internal and external committees, panels, and boards for improved health care delivery and in support of City and VBCPS strategies
- Supervise, provide professional development and training, and evaluate departmental employees
- Perform related work as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge and understanding of benefit plan administration, policies, practices, and legal requirements governing employee benefit plans
- Understanding and knowledge of trends and innovations in the area of benefits
- Ability to communicate effectively, both verbally and in writing, with public speaking experience
- Strong analytical skills; strategic planning/development and critical problem resolutions skills
- High computer literacy, adept in software applications to efficiently manage operations of department
- In-depth knowledge of benefit plan modules in HR/Payroll systems for efficiency in administration
- Extensive management and supervisory experience
- Ability to work under pressure and time constraints with multiple priorities



EDUCATION AND EXPERIENCE

Required:

Bachelor's degree in health education/administration, public health, or related field.
Six (6) years' experience in employee benefits administration.

Preferred:

Master's degree in a related field.
Possess a Certified Employee Benefits Specialist (CEBS) certification.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description:11/08, 7/20
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