



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Assistant Director, Benefits
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Benefits & Employment Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To assist the Director, Benefits & Employment Services with developing, updating, monitoring and administering fiscally sound benefit programs, processes and procedures, which are valued by employees and compliant with applicable bargaining unit agreements, policies, and regulations.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Assistant Director, Benefits shall carry out the performance responsibilities listed below.

- Supervises staff as assigned in the performance of job duties, including Administrators and clerical staff.
- Assist the Director, Benefits & Employment Services with managing all aspects of departmental operations.
- Coordinate and provide support with audits performed by the state and public accounting firms.
- Work with the District's Wellness Coordinator to evaluate and enhance wellness program offerings.
- Stay abreast of state and federal regulations governing benefit program offerings to ensure the District remains compliant.
- Assist with the preparation of vendor contracts, and school board agenda items.
- Assist with the development of Open Enrollment communications materials.
- Assist with the identification of innovative, automated solutions that improve productivity and accuracy through investigating alternative software solutions, developing and implementing project plans and managing project status.
- Coordinate and/or provide training to ensure staff is updated on new insurance regulations, policies and procedures.
- Assist the Director, Benefits & Employment Services with ensuring that sound and effective employee benefit options are available for the employees of Broward County School District; by managing, monitoring, administering, implementing, evaluating, and updating group life insurance, health, dental, vision, disability, tax sheltered annuities, retirement programs, savings plans, or other plans that may be added, changed, or eliminated based on future needs.
- Assist the Director, Benefits & Employment Services with the development of long-range objectives for the employee benefits programs, based on sound information, by gathering information from employees, other school districts, corporations, and government agencies, and evaluating costs relative to employee needs and district short and long term resources.
- Improve benefit record processing and management efficiency through analyzing workflow processes, establishing or revising procedures, as necessary.
- Implement strategies, operating procedures, and instructions that promote the effective maintenance and efficient operation of benefit programs.
- Contribute to the improvement of employee productivity, reduced absenteeism rates, and enhanced physical and emotional well-being of BCPS employees through the development, implementation, and marketing of lifestyle enhancement programs made available through external insurance vendors and agencies.
- Assist the Director with formulating accurate and timely reports of departmental activities, legal compliance, costs, program effectiveness, etc. which may be required on a periodic or regular basis.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution in human resources or related field of study.
- A minimum of five (5) years, within the last ten (10) years, of experience in the field related to the title of the position.
- Knowledge of current laws, regulations, policies, trends, and issues related to benefits management and administration.
- Effective verbal and written communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in human resources management.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent contact with district and school administrators, senior leaders, employee representatives, local, state, and federal agencies in the management of employee benefits.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.