

Benefits Manager

City of Austin – Austin, Texas

Job Requisition Number: COA079789

Job Type: Full-Time

Position Overview:

This position manages City of Austin benefits for over 12,000 employees, 6,000 retirees and eligible dependents for a total of 32,000 lives. This individual will manage a team of 17 employees and works with the Corporate Financial Analyst in managing budget of over \$200,000,000. The Benefits Manager will meet and present to City Council and Management during annual budget process or new contract recommendations and renewals.

Minimum Qualifications

Education and/or Equivalent Experience:

- Graduation with a Bachelor's degree in a related field, plus six (6) years of Benefits experience, including at least two (2) years of experience in a supervisory capacity.
- Additional related experience may substitute for education up to a maximum of four (4) years.

Notes to Applicants

Important Information:

A detailed and complete employment application is required to help us better evaluate your qualifications, and will be used to determine salary if you are selected for this position. A resume may be submitted to be considered for this position, but will not substitute for a complete employment application.

This position will require a pre-employment Criminal Background Investigation (CBI).

If you are identified as a top candidate, verification of your education, which may include High School graduation or GED, undergraduate and/or graduate degrees, will be required.

If you are selected for this position and meet the Driver Safety Standards in the City of Austin Driver Safety Program, you may drive when necessary to multiple locations as part of your regular job duties. Otherwise, you are responsible for getting to and from these locations.

A skills assessment will be included as part of the selection process.

Pay Range: Commensurate

Hours: Monday through Friday, 8 a.m. to 5 p.m. Regularly requires working outside of normal business hours.

Job Close Date 04/08/2019

Location: 505 Barton Springs Road, Austin, TX 78704

Preferred Qualifications

- Self-funded medical plan experience
- Experience managing political subdivision benefits
- Ability to present benefits to all levels
- Experience in developing and evaluating Request for Proposals
- 5 years of experience managing a benefits staff and activities, to include responsibility of day to day operations and performance management
- Experience in Affordable Care Act required reporting and regulations
- Ability to travel to more than one work location

Duties, Functions and Responsibilities

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Analyze employee and business needs for City Benefits programs and develop short and long-range plans and to meet those needs.
2. Communicate benefits information to management and others as needed.
3. Plan, organize, direct, and control Benefits activities.
4. Develop and monitor the Benefits budget.
5. Develops and revises standard operating procedures.
6. Develops and evaluates plans, criteria, etc. for a variety of benefits projects, programs, and plans to ensure the best plans are being offered in the most cost-effective way.
7. Monitors contracts and contractors to ensure compliance with contractual obligations.
8. Spearheads and executes the RFP process for contractor and plan selection.
9. Manages the Open Enrollment process.
10. Investigates and responds to complaints from managers and other City employees.
11. Prepares and reviews reports as part of the process of monitoring and communicating Benefits performance results.
12. Recommends major purchases and expenditures.

Responsibilities- Supervision and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of applicable processes, techniques, and methods.
- Knowledge of Federal, State, and Local laws and ordinances governing human resources and benefits practices.
- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of fiscal planning and budgeting methods and systems.
- Skill in strategic planning and budgeting.
- Skill in oral and written communication.
- Skill in developing and making effective presentations.
- Skill in handling conflict and hostile and uncertain situations.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and human resources-related software applications.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to impartially summarize and evaluate factors related to contracts.
- Ability to write specific terms of conditions for contracts.
- Ability to enforce contractual obligations.
- Ability to resolve complex, contractual issues.
- Ability to train others.
- Ability to quickly recognize and analyze irregular events.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to exercise good judgment, tact, and diplomacy in all dealings and maintain confidentiality, as required.

Criminal Background Investigation: This position has been approved for a Criminal Background Investigation.

EEO/ADA

City of Austin is committed to compliance with the American Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or TTY (512) 974-2445.

Apply online at: <https://www.austincityjobs.org/postings/73870>

Contact Information:

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