



**CITY OF LUBBOCK**  
invites applications for the position of:  
**Benefits and Wellness  
Manager**

An Equal Opportunity Employer

**SALARY:**           \$25.69 Hourly  
                          \$2,055.20 Biweekly  
                          \$53,435.20 Annually

**OPENING DATE:** 01/19/19

**CLOSING DATE:** 02/08/19 05:00 PM

**SUMMARY:**

The purpose of this position is to manage the day-to-day operations of citywide employee health benefits program(s); help plan, facilitate, and oversee the administration of assigned benefits projects and programs; coordinate employee health benefits, and provide functional/project leadership to the benefit employees regarding retirement and the wellness program, responding to complex and escalated inquiries; and, provide responsible, professional support to Human Resources Director.

**ESSENTIAL FUNCTIONS:**

- Plan, direct, and supervise the activities of employees engaged in administration of employee benefits program;
- Select, train, evaluate, and supervise personnel directly or through subordinate personnel.
- Provide functional / project leadership to the Benefit employees and assigned to Benefits workgroup, which includes facilitating benefit and wellness meetings, providing guidance, and advising on work flow and work products;
- Plan, administer, and monitor City benefit plans including health, life, and disability; review and evaluate possible plan changes; monitor status of self-insurance fund for benefit plans;
- Create materials and schedule, facilitate, and/or lead employee meetings as they pertain to city benefits & wellness programs, retirement and any other benefit-related subjects.
- Monitor the budget, track associated costs, approve payments and make recommendations for budget requests pertaining to assigned functional area;
- Communicate benefit plan information to employees; coordinate preparation and distribution of plan descriptions or statements; conduct enrollment for benefit plans and flexible benefit program;
- Assist employees with benefit plan enrollment, changes, and claims;
- Assist employees in resolving problems with claims administrators;
- Develop benefit plan improvements so as to optimize their effectiveness, efficiency, and incorporate managerial policy direction and employee feedback; in conjunction with actuaries, evaluate and recommend appropriate funding needs for the retirement and health plans;
- Administer retirement and savings programs;
- Serve as an advocate for employees and members enrolled in benefits plans regarding claims or plan issues;
- Collect, compile, review, analyze, and evaluate multiple types of data related to functional area. Research information and prepare a variety of reports for department and Director of Human Resources. Assist with response to open records requests and a variety of surveys and questionnaires from outside entities as related to Employee Benefits and Wellness;
- Review and revise bid specifications, conduct analysis of bids and proposals and make recommendations for contract awards;

- Interpret and apply policies and procedures to ensure coordination between written policy and actual practice; compose and review policies and make recommendations for procedure changes and policy revisions;
- Assesses prevailing/best practices and trends through the exchange and analysis of information from other agencies and professional organizations and make recommendations to Human Resources Director regarding Benefit and Wellness programs;
- Develops, implements, and maintains health promotion/wellness programs and events; benchmarks successful external programs; stay current with best practices to drive continuous improvement of employee health and decrease employer costs on a year over year basis;
- Plan and implement innovative and creative approaches to improve employee health and well-being while reducing high risk factors and behaviors such as tobacco usage, poor illness-management, poor nutrition, and infrequent exercise; develops comprehensive wellness program in alignment of the organization's wellness goals and objectives;
- Perform related duties as required.

**QUALIFICATIONS:**

Completion of a bachelor degree in public administration, business administration, or a related field with an additional three to five years experience related to employee benefits administration, payroll, or other human resources administration; or any combination of relevant education and experience which provides the following:

*Valid Current Driver's License*

**KNOWLEDGE AND ABILITIES:****Knowledge of:**

- Features of a variety of employee benefit plans including health, life, disability, and retirement;
- Laws applicable to benefit plans and payroll;

**Ability to:**

- Administer programs related to benefits and payroll;
- Develop and administer a departmental budget;
- Supervise the work of others;
- Communicate effectively orally and in writing.

**Physical Requirements:**

- Frequently carry up to 10 pounds.
- Frequently lift up to 10 pounds.
- Frequently reach below shoulder height

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.mylubbock.us>

Job #B150-3119  
BENEFITS AND WELLNESS MANAGER  
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THE HUMAN RESOURCES IS LOCATED AT:  
1625 13th Street  
Lubbock, TX 79401  
806-775-2281  
806-775-2303

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