



**BENEFITS MANAGER**

**Department:** Finance Department  
**Job Class #:** 164200  
**Pay Range:** Executive 05

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** The Benefits Manager is responsible for the design, development, implementation, and administration of comprehensive employee benefit programs that align to meet County strategies.

**ESSENTIAL FUNCTIONS:**

- Manage, supervise, and coordinate Benefits programs and staff; determine work procedures; prepare and prioritize work schedules.
- Oversee training programs and events related to the County’s employee benefit and wellness programs.
- Develop the budget for the employee benefits programs and oversee implementation of programs and projects designed to achieve County strategies on time and within budget.
- Provide labor negotiators with scenarios and options regarding benefits.
- Research, analyze, propose strategic and policy directions, and provide financial analysis of options.
- Stay apprised of current federal, state, and County policies and other applicable laws that potentially impact the County’s benefits programs; advise County officials, management, and employees on policies, laws, rules and regulations.
- Develop, write, edit, and implement communications pertaining to employee benefits.
- Provide a variety of information to County employees regarding employee benefits; inform employees of their rights to continue benefits; answer questions; and assist employees with problems.
- Track, test, and troubleshoot software configuration and enhancement requests for benefits programs.
- Liaison between Risk Management and Information Technology (which may include 3<sup>rd</sup> party vendors) to ensure benefit’s needs are communicated effectively.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain effective communication with County departments to facilitate and ensure adherence to policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Manage, supervise and coordinate staff activities, conduct performance evaluations and develop performance measures and standards.
- Maintain regularly scheduled work hours at assigned worksite with allowance for occasional work on a varying schedule that may include evenings, weekends, and holidays.
- Meet travel requirements of the position.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

## **BENEFITS MANAGER**

### **Classification Description – Pierce County**

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**SUPERVISION RECEIVED AND EXERCISED:** Work under administrative direction of the Risk Manager and is assigned to meet objectives within the resources available. Position requires considerable independent judgment and decision-making and periodic consultation with higher-level authority regarding policy direction. Work is periodically reviewed for fulfillment of Finance Department mission, vision, goals and objectives; for conformance with governing laws and regulations; and adherence to budget. The Benefits Manager directly supervises other personnel.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Healthcare and wellness policies, plan development, administration, and retirement plans.
- Theories, principles, practices, and procedures related to supervision, compensation, employment benefits, and employee and labor relations.
- Applicable policies, procedures, laws, codes and regulations governing benefits programs, COBRA, FMLA, VEBA, leaves of absence, and HIPAA.
- Principles, techniques, and skills in strategic planning and project management.

#### **Skill in:**

- Use of independent judgment and effective decision-making.
- Effective communication including interpersonal, written, verbal, and presentations at all levels.
- Team building, leadership, and motivation.
- Financial management.

#### **Ability to:**

- Design, recommend, and implement effective solutions to complex benefits challenges.
- Gather, analyze, and evaluate data. Prepare clear and concise analytical and descriptive reports, including findings and recommendations.
- Manage vendor contracts and relationships.
- Develop, interpret, apply, and explain benefit policies and procedures, applicable laws and regulations to employees, and employee family members, supervisors, and others.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment in support of County and Department strategies.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

**MINIMUM REQUIREMENTS TO APPLY:** A Bachelor's degree in Human Resource Management, Public or Business Administration, or closely related field and five years of compensation and benefit analysis/administration experience is required. Professional experience or education which clearly indicates the ability to perform the essential functions of the position may substitute equally on a year for year basis for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete all Pierce County background investigation. A valid Washington State driver's license or ability to otherwise meet the travel requirements is required.