

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – BENEFITS HUMAN RESOURCES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible work relating to benefits administration, unemployment compensation, and the district wellness program. Work involves the development, communication and implementation of employee benefits. Employee is responsible for directing and coordinating disability, experience and salary verifications, and leaves of absence, retirement and worker's compensation. Responsible for interpretation and application of Federal laws and guidelines, Public School Laws of North Carolina and guidelines, policies and regulations of the Department of Public Instruction and the State Board of Education as they relate to benefits administration. Position supervises and provides guidance for a professional and clerical staff engaged in the daily operational duties of the department. Employee is also responsible for production and distribution of employee identification badges and original and revised materials for the employee personnel handbook. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Identifies benefit needs for the school system.

Directs implementation of benefit programs

Develops benefit materials and presents benefit information to employee groups.

Supervises employees responsible for processing benefits, production and distribution of employee identification badges, episodes of violence, longevity, OSHA filling and reporting; supervises requests for employment and salary verifications.

Responsible for coordinating unemployment claims and appeals. Personally represent the district in unemployment hearings.

Responds to employee questions and concerns regarding benefit and personnel issues

Manages district wellness program

Applies Federal, State, and Public School laws to benefits administration

Serves as liaison to Finance Department for employee benefit information

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Coordinates required Federal and State reports and surveys.

ADDITIONAL JOB FUNCTIONS

Carries out duties assigned by the Superintendent and the Chief Human Resources Officer

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in Education Administration, human resource management, public administration or related field and 3 to 5 years experience in administrative and supervisory work, preferably in personnel-related programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copier, facsimile machines, ID camera and computer etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions and assignments to subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, instruction etc. using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

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Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of benefits offered by the school system

Considerable knowledge of Public School Laws

Considerable knowledge of the principles of supervision, organization, and administration

Considerable knowledge of guidelines, policies, and regulations in North Carolina Benefits and Employment Policy Manual and the Guilford County School System

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Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations

Considerable knowledge of current literature, trends and developments in the field of benefits coordination

Skill in scheduling and coordinating large programs

Ability to interpret policies and procedures

Ability to conduct research and assess the effects of benefit changes on the school system.

Ability to effectively implement benefit policy changes

Ability to maintain complete and accurate records and to develop meaningful reports from them

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs

Ability to communicate effectively both orally and in writing

Ability to exercise initiative and independent judgment in applying standards to a variety of work situations

Ability to establish and maintain effective working relationships as necessitated by work assignments

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.