



Warren C. Evans
County Executive

DIVISION DIRECTOR BENEFITS ADMINISTRATION PERSONNEL/HUMAN RESOURCES

GENERAL SUMMARY:

The Division Director of Benefit Administration provides oversight, design, costing, implementation and assessment of organizational leave, wellness, workers compensation, safety and benefit initiatives that align with operating objectives, while optimizing delivered services. This role leads and supports the services, contracts, funding and projects associated with the Benefits Division, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Designs, evaluates and modifies benefits policies, plans and costs to ensure programs are current, competitive and in compliance with legal requirements
- Directs the preparation and distribution of written and verbal information/materials to inform employees of benefits, leave, safety and other related enrollments, modifications, procedures and policies
- Directs wellness initiatives
- Oversees the tuition reimbursement programs
- Oversees, directs, and reviews employee leave programs
- Oversees COBRA and HIPAA compliance
- Leads the procurement activities of this division
- Oversees and leads regulatory reporting requirements
- Supports budgeting of health & welfare benefit, disability and occupational safety costs
- Support collective bargaining issues surrounding benefits
- Analyze industry trends to performance

- Implements applicable audit and control measures
- Plans, directs, supervises, and coordinates work activities of subordinates and staff
- Identifies and implements benefits to increase the quality of life for employees and retirees, by working with brokers and researching benefit issues
- Manages the design and development of tools to assist employees in benefit selection, and to guide managers through compensation decisions
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Personnel and Human Resources
- Knowledge of administration and management
- Knowledge of benefits administration
- Knowledge of law and government
- Computer skills for basic office services
- Interpersonal skills to manage and supervise staff
- Interpersonal skills for customer services
- Reading comprehension
- Time management

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility

- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Six years of managerial or administrative experience with responsibilities for benefit programs, retirement programs implantation or administration, law, or human resources, and contract negotiation or management. At least two years of the required experience must be at the supervisory level.

Training: Bachelors' Degree in Human Resources, Business Administration or Public Administration or a related field or equivalent educational experience.

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
February 2013