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## ASSISTANT DIRECTOR – EMPLOYEE BENEFITS

### **The Opportunity**

We are seeking an Assistant Director of Employee Benefits to join our Human Resources team. This role will support the Director in directing functions, activities and staff to support the overall administration, design, implementation and communication of the District's comprehensive and complex employee health, welfare and leave benefits programs. This role will help ensure that programs support the District's strategic objectives and adhere to current laws, regulations and collective bargaining agreements; serve as a professional resource to employees, retirees and stakeholders regarding employee health, welfare and leave benefits; lead and participate in developing and implementing programs which sustain a richly diverse, inclusionary workforce and supports the district's education and equity initiatives.

### **Responsibilities**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Inspire excellence, demonstrate leadership, and build team collaboration within Human Resources and across the District.
- Assist in directing programs and staff in areas of the Employee Benefits division including health insurance, open enrollment, life insurance, flexible spending accounts, temporary disability programs, retirement benefits, payroll, and personnel issues affecting health and welfare benefits.
- Work closely with legal counsel, Risk Management and employees to develop policies, procedures and practices in accordance with local, state and federal laws.
- Serve as a resource to support negotiations and occasionally present to management and bargaining groups.
- Communicate and help resolve issues and conflicts with a wide range of stakeholders including plan representatives, the health and welfare trust, and employee groups.
- Lead development of effective communication plans, trainings, and workshops for a variety of stakeholder groups including active and retired employees.
- Assist staff in ensuring benefit programs are compatible with human resources information systems, District and third party administrator technologies and reporting systems.
- Help the Director oversee development of a variety of benefit information, statistics and census data for actuaries, insurance carriers, surveys, collective bargaining negotiations and information management.
- Demonstrate a commitment to Equity at Portland Public Schools through all actions.
- Assist the Director in identifying Benefits Staff development opportunities.
- Prepare reports and applications required by law to be filed with federal and state agencies.
- Assist in the compilation of data, preparation and maintenance of a variety of records, logs and reports.
- Help develop processes for updating and maintaining records and systems of employee benefits records, such as enrollment, application, and claims records for all benefits plans.
- Keep abreast of state and federal laws, understand potential impacts to benefits and leaves, make informed recommendations and ensure District compliance.
- Demonstrate a commitment to learning and professional development and keep Director informed of changes and trends in health and welfare benefits administration and technologies.
- Other duties as assigned

### **Qualifications**

- Bachelor's degree in human resources, business administration, public administration, insurance/risk management or a related field

- Minimum of five (5) years of experience administering employee benefits insurance programs including retirement, life insurance, medical, dental, and vision plans in an organization with a minimum of 2,000 health and welfare plan participants is required.
- Certification as a Certified Benefits Professional (CBP) will substitute for two years of the required experience.
- A Master's degree in public, business, or human resources administration with coursework in employee benefits administration may substitute for one year of the required experience.
- Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Preferred**

- Supervisory experience and experience in a unionized organization and/or a K-12 public school district is highly desirable.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Exempt  
 Bargaining Unit: N/A  
 Salary Grade: 40

Approval Date: August 30, 2018

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
 Board of Education Policy 1.80.020-P