

Spec. Code:	2463
Occ. Area:	03
Work Area:	630
Prob. Period:	6 mo.
Prom Line:	none
Effective Date:	00/00/00
Last Action:	Rev.

## **BENEFITS MANAGER**

### Function of Job

Employees in this class work under administrative review and are responsible for the management, coordination, and supervision of the activities in a campus-wide benefits office providing services to employees, annuitants, survivors, and dependents.

### Characteristic Duties and Responsibilities

1. plans, organizes, directs, and controls benefits services and programs for employees, annuitants, survivors, and dependents
2. assumes responsibility and accountability for accurate benefit enrollment records, associated voluntary payroll deductions, and medical claims payments in cases where the campus serves as a third party administrator
3. develops department budget and exercise control of expenditures of state and auxiliary funds allocated to or developed by the unit
4. coordinates operational activities with other campus departments and outside agencies (such as the State Department of Central Management Services) as required for efficient and effective operation
5. develops and communicates benefits information to employees, annuitants, survivors, and dependents, using both written material and group presentations
6. establishes departmental staff training requirements and is responsible for the supervision of assigned personnel
7. directs development of and/or improvements to management information, control, and unit operating systems
8. establishes policies and procedures to maintain or improve benefit services to employees, annuitants, survivors, and dependents
9. reviews and advises campus administrators of legislation and state or federal policies and procedures affecting benefits
10. authorizes and directs payments of premiums and directs the preparation of reports of insured members for state agencies and insurance carriers
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
  - (a) credit for college training leading to a major or concentration in insurance administration, personnel administration, finance, or other fields related to benefits OR credit acquired towards a Certified Employees Benefits Specialist Certificate or a Chartered Life Underwriter Certificate<sup>1</sup>
  - (b) credit for college training leading to a major or concentration in fields other than those described in “a”
  - (c) responsible paraprofessional work experience in insurance and/or benefits (such as may be gained in the insurance, health care, or personnel fields as a benefits specialist, insurance underwriter, medical claims administrator, or patient service specialist)

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or Bachelor’s degree) of “a” = 1.0 unit

120 semester hours (or Bachelor’s degree) of “b” = 0.75 unit maximum<sup>2</sup>

3 years of “c” = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. Two years of responsible business experience that involved health/life insurance or benefits and the supervision of others

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of group insurance and ability to understand and interpret contract provisions
2. administrative ability
3. ability to work effectively with staff and public
4. ability to communicate effectively both verbally and in writing

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<sup>1</sup>Each course in the CEBS and CLU programs is equivalent to three semester hours of college course work.

<sup>2</sup>That is, up to 3/4 (or 0.75 unit) of the preparation used to satisfy the requirement may be this type of training; the balance must be supplied by one or more of the other types of preparation listed above.