

#192 - Senior Manager, Benefits - External Job Board

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Senior Manager, Benefits(Job Id 192)

Location: US:OH:Cleveland

Category: Department of
Human Resources

Employment Type: Executive

Post Date: 08/05/2020

Close Date:

Salary: 75,000.00-85,446.40
USD

Description

Department: Human Resources

Anticipated Work Schedule: Monday through Friday, 8:30 AM - 4:30 PM

Reports To: Director of Human Resources - Total Rewards

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: N/A

Classified or Unclassified: Unclassified

FLSA: Exempt

Summary

Under the directions of the Director, Human Resources Benefits & Compensation, the Senior Benefits Manager is responsible for managing and examining the policies, procedures, processes, various plan booklets, and communications related to benefits administration and deferred compensation throughout the County.

Essential Job Functions

Provides day-to-day administration for the benefits program throughout the County, including the design of the benefits program and regular analysis and examination to ensure the benefits program is meeting the needs of the employees and goals of the County. Ensures that all benefit programs maintain compliance with laws and regulations as well as trends. This includes bench-marking with other companies, analyzing benefits, including actual policies and offerings, proper communication, for proper legal and ethical compliance, as well as tracking any changes to the various applicable laws and regulation (e.g. COBRA). Makes and/or recommends changes for proper compliance. Manages the benefits team. This includes delegating of work, performance management, motivation, as well as training and development for all reporting staff. Demonstrates the County Core Leadership Competencies: Develops others; Drives Organizational Advancement; Cultivates & Champions Change; Inspires & Fosters Respect & Diversity; Promotes a Culture of Servant Leadership. Runs the Open Enrollment process. This includes process improvement of its implementation as well as participating in the RFP & renewal process with Director, Human Resources - Benefits & Compensation. Leads the implementation of new plans and changes and develops recommendations for senior management based on sound evidence. Manages the relationships with the various vendors that provide benefits coverage and options to the County. This includes tracking the work of the vendors to ensure they are carrying out what they are contracted to provide, ensuring all communications are in place so that employees are aware and knowledgeable of the options, and examining plan performance in terms of cost analysis. Provides recommendations for possible vendor changes or just change to plans within a vendor. Oversees the deferred compensation programs (e.g. retirement), including program implementation, communications, employee participation, examination of plan performance, compliance with regulations, delegation of day-to-day work, and recommendation of any significant changes to senior management.

Minimum Requirements

Bachelor's degree, preferably in Human Resources Management, Labor Relations, Business Management, Finance, or a related field of study. Nine (9) years of progressive benefits management experience. Five (5) years of experience effectively supervising staff. High-level knowledge of various benefits programs, policies, and procedures as well as in-depth knowledge of all applicable benefits laws, regulations, and trends. Demonstrate competencies in analytical thinking, decision making, attention to detail, fostering communication, quality focus, and project management. Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds).

May involve extended periods of time at a keyboard or workstation.

Preferred Qualifications

The CEBS Group Benefits Associate (GBA) certificate through the International Foundation of Employee Benefits Plans (IFEBP). The SHRM Certification through the Society for Human Resources (SHRM).

Application Process

This is an unclassified position. Human Resources will check your application to make sure you meet the minimum qualifications. HR helps the hiring department decide who to follow up with for interviews and then a job offer. Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation. If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.