

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Employee Benefits and Payroll Manager	E-PLAN
CLASS TITLE:	Program Manager II	SG:16
DEPARTMENT:	Human Resources	CS:N
		FLSA:N
		EEO4CODE:PR

JOB SUMMARY:

Manages and supervises all aspects of employee benefit programs, including health benefits, the City's self-insured Workers' Compensation program, safety programs, LEOFF-1 pension program, and other employee benefits. Manages and supervises payroll. Keeps informed of new employee benefits and payroll related laws, regulations and trends. Performs research and analysis, provides consultation and makes recommendations to the Human Resources Director and City administration regarding benefits program design. Provides direct service to employees. Develops the benefits and Workers' Compensation budgets. Works in a highly sensitive public setting and with a variety of state and municipal regulations including labor contracts.

SUPERVISORY RELATIONSHIP:

Reports to the Human Resources Director who provides oversight and general direction. Works independently, under the guidance of City and departmental policies and procedures, union contract provisions, state Workers' Compensation regulations, health benefits contracts, and other applicable governmental regulations. Supervises payroll and benefits staff. Consults with, and works collaboratively with, Human Resources colleagues and management of other City departments.

ESSENTIAL FUNCTIONS OF THE JOB:

Health and Welfare Benefits:

1. Plans, organizes, directs and evaluates the City's employee health and welfare programs. These include medical, dental, vision, life and disability insurance plans, Workers' Compensation, wellness and safety programs, retirement savings programs, PERS and LEOFF retirement plans, and Section 125 Flexible Benefits plans.
2. Keeps informed of new employee benefits-related laws, regulations and trends and performs research and analysis related to benefit plans to assist in Union negotiations, plan maintenance and improvement and health benefits policy development.
3. Responsible for the budget, financial, staff and administrative management of these programs.
4. Ensures appropriate and timely communications and employee education.
5. Advises Director and City management on health and welfare issues and trends in order to maintain affordable and appropriate benefits for employees and continuing compliance with state and federal regulations and City policies

6. Effectively manages relationships with third parties to ensure that agreed upon service levels are met and any issues are promptly addressed. Reviews benefit contracts for accuracy and monitors contracts to ensure compliance with negotiated terms and conditions.

Workers' Compensation:

7. Manages the City's self-insured industrial insurance program in accordance with relevant statutes related to industrial insurance. Selects and oversees the City's third-party claim administrator.
8. Manages day-to-day operation of the program, including claim filing, records retention, reviewing and authorizing payment vouchers, preparing the Workers' Compensation budget, and preparing and presenting management reports in order to evaluate the effectiveness of the program.
9. Oversees the implementation of early return-to-work opportunities. Coordinates job accommodation and alternative job placement with Human Resources colleagues and department managers.
10. Manages legal issues in consultation with City legal counsel. Retains outside legal counsel if necessary.
11. Presents City of Bellingham's cases at Labor and Industries claim conferences, formal hearings, board appeals and mediations, with assistance of counsel when necessary.
12. Recommends and implements a Workers' Compensation reserve policy that enables the City to meet statutory financial requirements. Responsible for oversight of Workers' Compensation claim reserves.

LEOFF-I Pension Program:

13. Manages the City's LEOFF-I pension program. Includes staffing Pension Boards meetings, supervising payment of medical claims and preparing budgets.
14. Coordinates performance of, and evaluates, actuarial studies. Advises and counsels City management on study conclusions, and implements action plans.
15. Provides research and analysis. Advises and counsels City management on policy issues.

Payroll:

16. Oversees management of the payroll system involving substantial volume of transactions performed within strict, inflexible time limits. Oversees the accurate processing and reporting of employee payroll, maintenance of payroll records, reporting and payment of tax withholdings and retirement withholdings, accruals and balances, and investigation and resolution of payroll issues.
17. Ensures compliance with state and federal regulations related to payroll, including regulations related to wages, salaries, fringe benefits, deductions, and disbursements of funds.
18. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing payroll services; recommends and implements policies and procedures; prepares various reports on payroll operations and activities.

19. Participates in payroll software system issue identification and resolution, and implementation of payroll related provisions of law and labor contracts.

ADDITIONAL WORK PERFORMED:

1. Assists other departments with accommodation requirements under the American Disabilities Act.
2. Assures compliance with federal HIPAA regulations.
3. Performs other related duties within scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Employee health and welfare programs (insured, self-insured, and self-administered) including financial management, service and industry trends.
- All applicable employment and benefit laws and regulations especially those relating to health benefits, insurance, pension, Workers' Compensation and safety.
- Principles and practices of financial record keeping: systems, procedures and controls applicable to payroll systems.
- Federal, state and local statutes, rules and regulations applicable to payroll accounting and deductions, City personnel and benefits rules, policies and procedures and collective bargaining agreements.
- Financial and records management including budgeting, cost and revenue projections and budget oversight.
- General knowledge of the principles, practices and current trends in public HR administration including recruitment/selection, classification, job analysis, performance management, compensation, labor relations and employee training and organizational development.

Skill in and ability to:

- Plan, organize, lead teams and manage staff; oral and written communications; public presentations; interpersonal sensitivity; problem analysis and decision making; time and stress management.
- Negotiate and mediate disputes and agreements to gain the cooperation of others.
- Facilitate mutually agreeable resolution to issues with both employees and management, and also various agencies outside the City.
- Manage medical and vocational resolution of cases involving employee disabilities.
- Maintain the confidentiality and privacy of privileged communications, including employee medical issues and program planning.
- Read, understand, and implement legal and procedural changes affecting work performed.
- Maintain accurate and complete record system including the use of computer software applications and hardware.
- Efficiently and accurately utilize a variety of standard office equipment, software applications.
- Compose and prepare business correspondence using standard business English.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.

- Physically perform the essential functions of the job, including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally.
 - Move between work sites;
 - Occasionally lift and transport objects up to twenty-five (25) pounds;

WORKING ENVIRONMENT:

Work is performed extensively at a computer workstation in an office environment with occasional fieldwork, where City field or satellite work is conducted. Occasional overnight travel to conferences and training sessions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master's degree in public administration, human resources or industrial relations, business administration, or a related field **AND** three years of professional work experience in health benefits management.

OR

- Equivalent combination of education and experience as Human Resources Analyst, Senior Human Resources Analyst or equivalent position administering and designing benefits programs.

AND

- Demonstrated experience and ability in analytical research and report writing.
- Payroll experience strongly preferred
- Supervisory experience preferred.
- Significant Workers' Compensation and/or disability insurance experience preferred.
- Relevant experience with a public sector employer desired.
- Certified Benefits Professional (CBP) designation preferred.
- Professional in Human Resources or Senior Professional in Human Resources (PHR/SPHR) designation preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.

PREPARED BY: A. Rowison/L. Klemanski
1/07
C. Gatza
8/11

REVIEWED BY: _____
Lorna Klemanski
Interim Human Resources Director