



CLASS TITLE | EMPLOYEE BENEFITS MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1234

Effective Date: 07/31/2024

PAY INCREASE OPPORTUNITIES OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for the supervision and administration of the City's comprehensive benefits plans and wellness programs and performs other related assigned duties.

ESSENTIAL TASKS:

- Administers benefits programs, including open-enrollment, and wellness programs
- Serves as a liaison between the City and vendors, insurance carriers and other external service providers, including managing contract negotiations, adhering to best practices
- Monitors the cost effectiveness and benefit levels of City sponsored insurance programs including conducting research, administering surveys, and prepares and presents recommendations to senior management
- Develops procedures and information systems to enhance benefit administration
- Manages compliance for plans, wellness programs, and healthcare reform, adhering to federal and state guidelines as well as the policies, collective bargaining agreements and ordinances of the city of Tulsa, including the preparation and submission of all required reports and forms
- Coordinates and supervises the reconciliation of plan accounts, budgets, and billings
- Develops and implements a comprehensive employee communication program that informs employees of insurance and benefits, insurance changes, wellness programs and other relevant information
- Conducts cost/benefit analysis of proposals and insurance plan changes
- Manages an annual open enrollment process for employees, including a large-scale health fair
- Serves as a liaison for the City of Tulsa on the Police and Fire Insurance Trust Boards, as appointed by the Mayor
- Supervise staff to include prioritizing and assigning work; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university in the field of business or public administration, personnel management, or other related fields; **and,**
- (b) Five (5) years' experience relevant to the essential tasks listed in this job description.

PAY INCREASE OPPORTUNITIES

Employee will be eligible for the following proficiency increase opportunities upon completion of all criteria as described below. If an employee elects to compete proficiency increases, the opportunities must be completed beginning with the #1 in order. (However, an employee is not required to complete the two (2) proficiencies.)

Increase Opportunity #1

- Employee will be eligible for a 2.5% increase for possession of the Professional in Human Resources (PHR), or Society for Human Resource Management-Certified Professional (SHRM-CP) certification; **and**,
- Twelve (12) months in the position.

Increase Opportunity #2

- Employees will be eligible for an additional 2.5% increase (or 5% increase if they never received the initial increase for the PHR/SHRM-CP) for obtaining either the Senior Professional in Human Resources (SPHR), Society for Human Resource Management-Senior Certified Professional (SHRM-SCP), or completion of additional external related certification/training as approved in advance by the employee's manager; **and**,
- Eighteen (18) months in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the methods, practices, and techniques used in the administration of comprehensive insurance programs
- Considerable knowledge of accounting procedures and practices
- Considerable knowledge of laws, regulations and other reporting requirements related to insurance and benefits programs
- Considerable knowledge of computer software used for benefits enrollment

Ability to:

- Effectively communication both verbally and in writing to address elected officials, managers, and employees/customers
- Make complex mathematical calculations
- Develop benefit processing systems using acceptable procedures
- Plan, implement, and coordinate complex programs
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, and climbing; and vision, speech and hearing sufficient to perform the essential tasks.



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Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and requires some travel to various locations to conduct insurance seminars.

EEO Code: E-02

Group: Clerical and Administrative

Series: Human Resources Management