

**CLASS TITLE: CHIEF OF EMPLOYEE BENEFITS**

**Class Code: 02731500**  
**Pay Grade: 39A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, organizing, coordinating and directing the work of technical and/or clerical staff in the administration and maintenance of all employee benefit programs as provided for in-state law; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with considerable latitude for use of independent judgement; work is reviewed for conformance to laws, rules and polices.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and directs the work of technical and clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, organizing, coordinating and directing the work of technical and/or clerical staff engaged in the administration and maintenance of all employee benefit programs including deferred compensation, group life, health insurance, prepaid legal, short term disability, cancer care, dependent day care, flexible benefits and other programs.

To be responsible for the preparation of manuals, data reports, handbooks and other communication materials to keep employees aware of employee benefit programs, particularly during open enrollment.

To arrange for benefit fairs and to speak before employee groups in order to explain the state's various employee benefit programs and to answer questions regarding these programs.

To negotiate contracts with all employee benefit providers and to assist in related negotiations.

To act as the plan administrator for the state's deferred compensation plan including the review and approval for requests for all plan distributions including financial hardships.

To act as a liaison between the benefit plan and individual employees or their beneficiaries in order to provide more efficient service from the employee benefit programs.

To maintain an effective liaison with personnel/payroll officers to insure the proper deductions from employee wages and to be a technical resource.

To study the state's employee benefit programs and to make recommendations to improve their efficiency and effectiveness and to testify before the General Assembly on related bills.

To prepare reports on the employee benefit programs utilizing various computer applications.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of, and the ability to apply, the principles, practices and techniques of administering and maintaining employee benefit programs including deferred compensation, group life insurance and health insurance plans; the ability to interpret laws, rules and regulations applicable to the administration of employee benefit programs, contracts and proposals for employees; the ability to plan, organize, coordinate and direct the work of a professional and/or clerical staff engaged in the administration and maintenance of employee benefit program as provided for in state laws; the ability to develop and implement methods and procedures necessary for the effective administration of employee benefit programs; the ability to meet and work effectively with employees, public officials, insurance and union officials and others concerned with employee benefit programs; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Business or Public Administration, or in a field closely related to personnel administration or finance; and

Experience: Such as may have been gained through: employment in a supervisory position in a public agency, or in private industry, which has involved the application of accepted principles and techniques in the administration and maintenance of employee benefit programs which required application of appropriate state and federal laws.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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