



Job Title: **Benefits Manager**

Department: Talent Management

Reports To: Director of Compensation and Benefits

Grade: BG-5

Number of Days: 12 Months

Security Access: Mason Education Service Center

Overtime Status: Exempt

Last Revised Date: November 30, 2018

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Manage and lead the day to day process for employee benefits programs such as medical, dental, vision, life and retirement. Maintain the data integrity within the HRIS for benefits information. Serve as the primary contact for employee benefit matters internally and externally. Oversee the management of the benefits team.

Minimum Qualifications:

Education:

- Bachelor's degree

Experience:

- Three (3) years' experience in administrative support, including benefits management, project management or other related experience
- Demonstrate high level experience with Microsoft Access, Word, Excel and PowerPoint

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervise day to day activities of benefits department
- Keep up-to-date on all COBRA, HIPPA, FMLA regulations and all other state and federal laws dealing with benefits
- Coordinate annual option periods for Health insurance, Flexible Spending Accounts, and Section 125
- Upload all insurance changes after option period
- Communicate insurance options to all employees
- Reconcile monthly American Fidelity product discrepancies
- Monitor department technology for Talent Management
- Create routine staffing items for bi-monthly Board of Education meetings
- Prepare creates and deletes for bi-monthly Board of Education meetings
- Review and complete job descriptions
- Oversee district testing for Para-Pro Assessment and Bilingual testing
- Coordinate with district 403b providers
- Responsible for migrating employees to Employee Self-Serve
- Process all unemployment inquiries for separated employees
- Provide timely, accurate, and customer-friendly response to student loan forgiveness, employee verifications
- Assist with annual contracts for all employees
- Assist with state personnel report
- Assist with salary configuration for new hire employees
- Work cooperatively and effectively with peers in the payroll, federal programs, personnel, and other district offices for the benefit of internal and external customers.
- Assist Talent Management peers with reporting and record keeping requirements as needed, as well as other customer service needs as may be necessary from time to time.
- Dependable, punctual attendance and completion of assigned projects and responsibilities.
- Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities with other members of the department / division during peak periods or when there is an overload of duties; and fills in when an individual is away from the workstation
- Responsible for the completion of tasks and appropriate deadlines as requested by Director of Compensation & Benefits and the Chief Talent Officer
- Perform other Compensation and Benefits support functions as needed

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Project management and evaluation
- Critical thinking
- Design thinking
- Organizes, plans, and prioritizes work by developing specific goals and plans
- Schedules events, programs, and activities, as well as the work of others
- Seeks critical feedback and adjusts based on feedback
- Makes decisions and solves problems by gathering and analyzing information and evaluating the results
- Oscillates between independent and collaborate work with relative ease
- Must have a genuine desire to help people and be customer service focused at all times
- Must demonstrate personal characteristics of honesty, integrity and professionalism
- Must be comfortable with conducting presentations for small and large groups
- Must be able to hold to strict confidentiality rules

Supervisory Responsibility: Benefits Specialists

Working Conditions: Office, sedentary work, with limited exposure to elements and have the ability to lift no more 10 pounds.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.