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Position #: (NUNC)....(E)
Developed by:.....LK
Reviewed by:...AMC, LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Employee Benefits
DIVISION: Administration and Finance (Human Resource Administration)
REPORTS TO: Director, Personnel Services
GRADE: 13

SUPERVISES: Professional staff, and support staff as assigned

BASIC FUNCTION:

Lead the administration and management of the University of Rhode Island's diverse portfolio of mandatory and voluntary employee benefits programs, including retirement, health insurance, life insurance, long-term and short-term disability, FMLA and leave management, wellness initiatives, Workers Compensation, employee assistance program and other voluntary benefits offerings. Research and propose program improvements and provide University administration with data and recommendations for use in collective bargaining and overall budget preparation. Supervise professional staff responsible for day-to-day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In the area of retirement benefits, oversee the coordinator of employee benefits in the management of the Rhode Island public higher education 403(b) Retiree Medical Retirement program, as well as eligible additional retirement savings plans, including the 403(b) Supplemental Retirement Annuity (SRA) plan and 457(b) Deferred Compensation plan; Develop communications, informational materials and workshops/meetings for employees regarding the 403(b) Alternate Retirement Program, as well as the State of Rhode Island Employee Retirement System (ERSRI); Counsel employees regarding retirement benefits as needed.

In the area of active employee benefits, oversee the employee benefits specialist in the management of the day-to-day operations for the diverse portfolio of mandatory (other than retirement) and voluntary benefits, including but not limited to health (medical, dental and vision) insurance, life insurance, pre-paid legal, short-term disability, cancer insurance, flexible spending accounts, and COBRA. Work with the specialist in the enrollment process, counseling employees, and developing communication materials and Open Enrollment sessions for both existing and new employees.

In the area of absence management, oversee the coordinator of absence management in the administration of FMLA requests, leaves of absence, paid parental leave and Workers Compensation.

Research and develop improvements in existing programs and provide recommendations to University administration for use in collective bargaining and overall budget preparation.

In the area employee wellness and worklife balance, responsible for all aspects of the design and implementation of a comprehensive worksite wellness program for all University employees; coordinate the development, dissemination and analysis of health risk appraisals, interest surveys and program evaluation instruments; research national trends and best practices, and provide leadership in conjunction with University partners (departments and units) in the implementation of healthy practices for employees that will support and result in an increase in positive health outcomes for faculty and staff.

Assist the Director of Personnel Services in the management of the employee assistance program (EAP) for employees and their eligible family members. Serve as liaison to the EAP for mandatory employee referrals.

Oversee the tuition waiver benefit program at URI, CCRI and RIC for eligible employees and family members; serve as liaison to UCONN (Storrs Campus) and UMaine (Orono Campus) for the Provosts' Reciprocal Tuition Waiver Benefit Program.

Provide support to other functional areas in the department and to serve as a backup for other Human Resources department staff on an as needed basis.

Maintain a strong working relationship with key University offices, including the Controller and Payroll Offices, State Benefits and Office of Personnel Administration, State Controller, ERS, Office of Postsecondary Commissioner, Human Resources Offices at Rhode Island College, Community College of Rhode Island and all plan carriers/providers, employees, retirees, and the public.

Develop, maintain, and generate statistical reports and analyses on all employee benefits areas; Ensure compliance with all regulatory and contractual requirements.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

Automated computer systems to include word processing, Power Point, spreadsheets, and database management; calculator, telephone, copying machines, fax machines. Microsoft Office.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years of progressively responsible employee benefits experience; Minimum of two years supervisory experience; Demonstrated experience using Microsoft Office software; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency with written communication skills; Demonstrated ability to effectively present information and respond to questions from groups of managers, employees and the general public; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: CEBS (Certified Employee Benefits Specialist) certification or completed coursework.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.