

State Job #7463

ASSOCIATE DIRECTOR FOR EMPLOYEE SERVICES

TITLE: Associate Director for Employee Services

REPORTS TO: Director of Financial Services

SUPERVISES: Assigned Staff

JOB FUNCTION: Plan, organizes, implements, and coordinates the provision and dissemination of information about employee benefits and services. Facilitates processes pertaining to FMLA and retirement.

MEASURES OF SUCCESS:

- Confidentiality and security is maintained as required for various financial related processes, including Benefits Management.
- Benefit processes and procedures are implemented efficiently, minimizing paperwork demands, while following district, state and federal policies/laws and reporting timelines.
- All liability accounts are in compliance with IRS and annual audit requirements.
- Stakeholders remain in compliance with district, state and federal policies/laws through dissemination of information and monitoring of processes and procedures.

DUTIES AND RESPONSIBILITIES:

- Administers and serves as a district liaison for various employee benefit programs, such as group insurance, life, medical, and dental, accident and disability, Americans with Disability Act (ADA) accommodations and retirement (KTRS, CERS, TSAs).
- Coordinates procedures to initiate benefits such as retirement, disability insurance, medical and life insurance.
- Maintains communications and works closely with District staff and local school staff regarding benefit information, developments, and implementation of projects, programs, and activities.
- Maintains, prepares, and assists in preparation of reports, records, surveys, and other documentation as required. Accumulates and researches data, documents, and other information as required, this includes providing statistical data.

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- Ensure that Benefit processes and procedures are efficient, user-friendly, minimize paperwork demands while following school district, state and federal policies/laws.
- Implements new benefit programs; arranges and conducts employee information presentations and enrollments.
- Processes insurance claims for deceased employees.
- Plans, organizes, and implements District-wide benefits programs for health and life insurances, the Family Medical Leave Act, and retirements.
- Assures compliance with federal, state, and Board policy mandates, as they relate to benefits, employee services and retirement programs, procedures, and contracts.
- Manages leaves of absence program and conducts employee conferences for maternity, education, and medical. Maintains all records on employees on leave; medical reports, FMLA applications.
- Collaborates with district staff on programs/processes such as Employee Assistance Program and Unemployment Benefits.
- Provides assistance in matters relating to the general business of the office.
- Ensures that programs support the long-term goals of the Board.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

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EDUCATION AND EXPERIENCE:

- Bachelor's Degree in business, human resources, financial services or related field
- At least three (3) years of successful experience in personnel management (preferred)

Original Date: _____

Revision Date: 11/1995

Revision Date: 03/1998

Revision Date: 02/2001

Revision Date: 10/2010

Revision Date: 07/2012

Revision Date: 07/2017