

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Program Manager, Fringe Benefits Consortium**

**Purpose Statement**

The job of Program Manager, Fringe Benefits Consortium, is done for the purpose/s of organizing and managing the Fringe Benefit Consortium (FBC) fringe benefit plans; providing consulting services for member school districts of the Consortium; providing technical expertise; and trains, supervises and evaluates the performance of assigned staff.

This job reports to the Executive Director, Risk Management.

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**Essential Functions**

- Analyzes a variety of financial data (e.g. coverage, plan documents, plan designs, actuarial projections, etc.) for the purpose of determining feasibility of service within budget parameters, making recommendations and/or maximizing use of funds.
- Assists districts during salary negotiations with benefit issues for the purpose of providing expertise on trends in school markets.
- Calculates benefit rates and plan quotes for each individual district for the purpose of developing rates (underwriting risk) for medical, dental and vision programs.
- Calculates and establishes new and renewal self-funded rates/rates for medical, dental and vision benefits for the purpose of recommending maximum benefit coverage to district employees within contract specifications.
- Coordinates contract negotiations with carriers, brokers, and insurance companies for the purpose of purchasing insurance.
- Delivers oral presentations to school districts for the purpose of communicating information relative to quotes on programs and related needs.
- Develops and maintains systems, procedures and programs for existing FBC members (e.g. rate and benefit plan quotes, state form filings, communication literature for open enrollment, monthly legislative update publications, document updates, new programs, etc.) for the purpose of performing a variety of duties in the management and administration of the fringe benefit plans and functions.
- Directs and coordinates the preparation of Evidence of Coverage books for all lines of coverage for the purpose of ensuring acknowledgement of each district's individual plan of benefits.
- Evaluates and issues responses to Requests for Proposals for all existing and new lines of business for the purpose of ensuring proper use of district funds in the acquisition of services.
- Monitors county and member district benefit fund balances for the purpose of overseeing fringe benefits budget and ensuring all new legislation is applied properly to various benefit plans.
- Participates in Insurance Committee meetings at member districts for the purpose of providing advice and assistance on benefit issues as needed.
- Prepares a wide variety of financial documents, reports, and rate quotes for the purpose of providing written support to Executive Director for annual budget and to county districts regarding individual benefit funds.
- Promotes FBC programs for the purpose of increasing interest and participation in programs.

- Recommends policies, procedures and/or actions on a variety of related issues (e.g. rate changes to member districts, new programs for existing FBC members, financial moves, etc.) for the purpose of monitoring of funds and assisting with benefit plan design development.
- Researches legislative updates including health care reform for the purpose of developing new programs/services, and ensuring compliance and providing expertise on trends in school markets.
- Trains and supervises assigned staff for the purpose of evaluating the performance of assigned staff and ensuring necessary department/program outcomes are achieved in a timely and efficient manner.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; utilizing standard office equipment including using pertinent software applications;

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: all employee benefits, including but not limited to medical, dental, vision, life and long term care; accounting/bookkeeping principles; practices of personnel administration; pertinent codes, policies, regulations and laws; school district structure; and principles of negotiation/arbitration.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to: a bachelor's degree in business or public administration, insurance or closely related field and a minimum of five (5) years of fringe benefits consulting knowledge. Experience with self-insured public school fringe benefit programs is highly desirable.

Required Testing

Certificates

CA Life, Accident and Health Insurance licenses

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

**Personnel Commission Approved: October 19, 2016**