

JOB DESCRIPTION
San Diego County Office of Education

PROGRAM MANAGER, FRINGE BENEFITS CONSORTIUM

Purpose Statement

The Program Manager, Fringe Benefits Consortium, is responsible for 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.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

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.
- Reconciles and remits, or coordinates reconciling and remitting, premiums to insurance carriers.
- Coordinates contract negotiations with carriers, brokers, and insurance companies for the purpose of purchasing insurance.
- Oversees the third- party administrator for health program claims and manage the corresponding contract.
- 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

KNOWLEDGE of:

Human centered and socially conscious leadership;

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 to:

is required to

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Schedule activities, meetings, and/or events;

Gather, collate, and/or classify data;

Work with a wide diversity of individuals;

Work with a variety of data; and

- Utilize job-related equipment;
- Problem solving to analyze issues and create action plans;
- Communicating with diverse groups;
- Maintain confidentiality;
- Meet deadlines and schedules;
- Set priorities;
- Work as part of a team;
- Work with frequent interruptions.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting. May be designated in an alternate work setting using computer-based equipment to perform duties.

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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: Five (5) years of experience providing fringe benefits consulting. Experience with self-insured public school fringe benefit programs is highly desirable.

Education: Bachelors degree in business or public administration, insurance or closely related field.

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 experience providing fringe benefits consulting. Experience with self-insured public school fringe benefit programs is highly desirable.

Required Testing

N/A

Certificates

CA Life, Accident, Health and Property and Casualty
Insurance licenses
Valid CA Driver's License

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

Revised: 05/2025