

## Job Title: DIRECTOR, BENEFITS & EMPLOYMENT SERVICES



### POSITION GOAL

To develop, update, monitor, and administer a package of fiscally sound benefit programs, processes and procedures which are valued by employees and in compliance with applicable bargaining unit agreements, policies, and regulations.

### ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Director, Benefits & Employment Services shall carry out the essential performance responsibilities listed below:

- Ensure that sound and effective employee benefit options are available for the employees of Broward County School District, by managing, monitoring, administering, implementing, evaluating, and updating group life insurance, health, dental, vision, disability, tax sheltered annuities, retirement programs, savings plans, or other plans that may be added, changed, or eliminated based on future needs.
- Develop long-range objectives for the employee benefits programs, based on sound information, by gathering information from employees, other school districts, corporations, and government agencies, and evaluating costs relative to employee needs and district short and long term resources.
- Ensure that benefit programs meet the District's strategic plan objectives, employee needs, and are within budgetary constraints by analyzing utilization data and developing and coordinating an effective system of monitoring and evaluating all aspects of employee health benefits, retirement and savings programs.
- Ensure continuous improvement in benefit programs by actively participating as the senior staff resource to the Superintendent's Insurance Advisory Committee.
- Improve benefit record processing and management efficiency by analyzing the workflow process and establishing or revising procedures as necessary.
- Implement strategies, procedures, and operating instructions for effective maintenance and efficient operations of benefit programs.
- Contribute to improving employee productivity and absenteeism rates by facilitating the development, implementation, and marketing of a District-wide package of lifestyle enhancement programs designed to enhance the physical and emotional well-being of employees that are readily available through external insurance vendors and agencies.
- Ensure Broward County School District interests are represented at the local and state level by establishing an effective communications network with external stakeholders.
- Ensure adherence to School Board policies, state and federal law through coordinated administration of the Employee Leaves program.
- Ensure that the department staff is trained and understands the benefits concerns and expectations of School Board employees.
- Ensure adherence of departmental procedures to receive, process and retain information concerning the personnel and payroll data of employees of The School Board of Broward County, Florida through coordinated administration of the Personnel Records Department.
- Ensure adherence of departmental procedures from the Employment Center staff.
- Ensure an effective and efficient benefit selection process is available to all employees by establishing and implementing a District-wide annual employee open enrollment for all employee benefits programs
- Ensure District employees understand their available benefit options by developing and implementing a comprehensive set of employee communications and marketing tools.

To review the complete job description for this position, access the following website:

<https://www.browardschools.com/Page/36072> and search by Job Code. The Job Code for this position is: Z-030.

## **MINIMUM QUALIFICATIONS & EXPERIENCE**

- An earned bachelor's degree from an accredited institution in human resources or related degree.
- A minimum of seven (7) years, within the last twelve (12) years, in the field related to the title of the position.
- Knowledge of current laws, regulations, policies, bargaining unit agreements, trends, and issues related to benefits management and administration.

## **PREFERRED QUALIFICATIONS & EXPERIENCE**

- An earned master's degree from an accredited institution in human resources or related degree. Certified Employee Benefit Specialist (CEBS) or Certified Benefits Professional (CBP).
- Degree majors include human resources or human resources management.
- A minimum of five (5) years, within the last ten (10) years, in the field related to the title of the position.
- Bilingual skills.

## **SIGNIFICANT CONTACTS-frequency, contact, purpose**

Frequent contact with district and school administrators, senior leaders, employee representatives, local, state, and federal agencies in the management of employee benefits.

## **PHYSICAL REQUIREMENTS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects

## **TERMS OF EMPLOYMENT**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board

## **LINK TO JOB DESCRIPTION**

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## **LOCATION PREFERENCES/ADDITIONAL INFOR**

Advertisement Window: 03/12/2026 - Open Until Filled

Work Calendar: 244 Day Cal

Classification: Exempt

### **Compensation:**

Educational Support Management Association of Broward, INC. (ESMAB)

PAY BAND D - \$87,190.00 - \$170,414.00