

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Benefit Manager

Schedule / Grade: Salaried Support/Grade 6

Job Code: 94ADSUP545

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (60 Day Waiting Period) (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 09/15/2026

PURPOSE

The Benefits Manager is responsible for managing various benefit programs, working with plan members, Third Party Administrators, insurance networks and carriers, consultants and legal advisors. The Manager is also responsible for managing multiple reimbursement programs, compliance on healthcare reform changes, plan design changes, and developing communications for employee education. The manager advises the district's Employee Benefits Committee and the CFO on planning matters and recommendations.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Manages benefit programs and corresponding legal plan documents including plan changes, distribution of documents, and required notifications to employees.
- Designs and provide training and support for eligible employees and retirees related to the benefit options offered by the District.
- Integrates and maintains compliance with changes due to Health Care Reform that affect benefit programs and communicate changes to employees.
- Monitors and maintains employer and employee eligibility for compliance in the RDS Medicare Reimbursement Program and the Early Retiree Reimbursement Program.
- Works with Human Resources on Family Leave Act matters as it pertains to benefits.
- Works with consultants on benefit programs as well as various legal advisors.
- Communicates concerns and projected changes impacting plans to the Chief Financial Officer.
- Develops and manages employee and retiree education communications for benefit programs including but not limited to open enrollment.
- Manages the 403b and 457b voluntary retirement programs, contribution remittance and federal guidelines compliance.
- Supports retiree insurance programs related to enrollment, education, premium payment and claims issues.
- Monitors and analyzes benefit programs on a periodic basis and communicates this information to the Chief Financial Officer.

- Monitors and maintains online benefits platform.
- Works with Benefits Consultant on Request of Proposals for insurance networks/carriers on a periodic basis.
- Implements strategies/processes for effective customer service in the benefits department.
- Develops and manages the benefit portion of the payroll system.
- Serves on the Employee Benefits Committee.
- Other duties assigned by the Chief Financial Officer.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports to: Chief Financial Officer

Supervises: Benefits Specialist, Benefits Assistant, Health Occupations Nurse

QUALIFICATIONS

Minimum: Bachelor's Degree in a related field and 5 or more years of Benefits Management Experience

Preferred: Excellent communication skills, strong organizational ability, general accounting skills, technology skills, Microsoft Office applications. The right candidate will be a critical thinker, be familiar with ACA, FMLA, Worker Compensation laws and be service-minded.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule

form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position may be required to work irregular or extended hours.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer