

EMPLOYEE BENEFITS PROGRAM MANAGER



Human Resources

Purpose:

Provides strategic leadership, administration, and oversight of the District's comprehensive employee benefits programs, including health, dental, vision, life, disability, retirement, wellness, and voluntary benefits. The position is responsible for the design, implementation, evaluation, financial stewardship, compliance, and continuous improvement of benefits programs that support the recruitment, retention, and well-being of employees.

This position serves as the District's primary liaison with insurance carriers, third-party administrators, consultants, employee associations, and governmental agencies. The position oversees benefits operations, manages vendor relationships and procurement activities, supports collective bargaining efforts, ensures regulatory compliance, and provides expert guidance to District leadership regarding employee benefits strategy, program sustainability, and workforce support.

Reports to:

Chief Human Resources Officer

Nature & Scope:

This position performs highly specialized professional and managerial work under general direction. Work involves considerable independent judgment, initiative, discretion, and decision-making within broad policy and regulatory frameworks. The incumbent is expected to exercise sound judgment when interpreting laws, regulations, collective bargaining agreements, insurance contracts, and District policies.

The position is responsible for planning, organizing, directing, and evaluating District employee benefits programs and activities. The work requires extensive collaboration with District administrators, employee associations, vendors, consultants, retirees, governmental agencies, and employees. The position directly supervises assigned staff and is responsible for the effective administration of a complex employee benefits portfolio serving a large and diverse workforce.

Essential Job Functions:

Strategic Leadership & Program Management

1. Provides strategic leadership and administration of the District's employee benefits programs, including medical, dental, vision, life, disability, wellness, retirement, and voluntary benefits programs. Leads and oversees benefits administration activities to support District compliance with applicable laws, regulations, collective bargaining

agreements, and vendor contracts.

2. Develops long-range benefits strategies and recommendations that support employee recruitment, retention, wellness, and financial sustainability while balancing employee needs and organizational goals.
3. Leads benefits procurement processes, including Requests for Proposal (RFPs), vendor evaluations, contract negotiations, implementation, and ongoing assessment of benefit programs and services.
4. Serves as the District's technical advisor regarding employee benefits during collective bargaining, labor-management meetings, and employee benefits negotiations, including preparation of financial analyses and plan impact information.
5. Evaluates program utilization, claims experience, market trends, and financial performance to recommend plan design changes, cost-containment strategies, and improvements to benefit offerings.
6. Develops and presents data analyses, financial models, reports, and strategic recommendations to District leadership, employee groups, advisory committees, governmental agencies, and other stakeholders regarding employee benefits programs, costs, utilization, and regulatory matters.
7. Provides expert consultation to District leadership regarding benefits strategy, emerging trends, workforce attraction and retention, total rewards, regulatory requirements, and the financial impacts of proposed benefits changes.
8. Chairs and directs the work of the District Benefits Committee and facilitates the review and recommendation of changes to employee benefit programs.
9. Oversees the Employee Benefits budget and analyzes benefits expenditures, reserves, claims trends, and premium projections to support long-term financial sustainability and informed decision-making.

Operations & Service Delivery

10. Supervises, evaluates, trains, develops, and directs assigned staff; establishes performance expectations; participates in hiring and performance management processes; and ensures effective delivery of employee benefits services.
11. Serves as the District's primary relationship manager with insurance carriers, consultants, third-party administrators, and other benefit vendors, monitoring performance, mitigating risk, negotiating services, and ensuring contractual compliance.
12. Oversees the administration of employee benefits transactions, employee communications, enrollment activities, reporting requirements, and specialized benefits programs through direct staff supervision and vendor coordination.
13. Provides consultation, training, and technical guidance to District administrators, supervisors, payroll staff, and Human Resources personnel regarding employee benefits policies, procedures, and compliance requirements.
14. Manages all matters related to employee premium rate changes, including communication, implementation, and coordination with employee associations, vendors, Payroll, Information Technology, and other District departments.

15. Addresses complex, confidential, and time-sensitive employee concerns; investigates issues and complaints; and facilitates resolution consistent with applicable plans, policies, laws, and contractual obligations.
16. Provides post-employment benefits information and support to retirees and prospective retirees.
17. Provides oversight and guidance regarding District insurance funding models, reserve structures, internal insurance pools, and employee premium calculation tools.

Compliance & Governance

18. Monitors local, state, and federal legislative, regulatory, and industry developments affecting employee benefits programs and communicates relevant impacts and recommendations to District leadership.
19. Identifies emerging operational, financial, compliance, and service-delivery risks associated with employee benefits programs and develops strategies to mitigate risk and improve effectiveness.
20. Collaborates with Transportation and oversees fitness-for-duty processes related to Department of Transportation (DOT) compliance requirements.
21. Serves as the District's designated Responsible Official for the electronic filing of Affordable Care Act (ACA) information with the Internal Revenue Service (IRS).
22. Ensures the confidentiality, security, and integrity of employee benefits and protected health information in accordance with applicable privacy laws, regulations, District policies, and security standards.
23. Maintains effective working relationships with employees, retirees, vendors, employee associations, governmental agencies, and community members, including those from diverse backgrounds and cultures.
24. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
25. Complies with all District policies, administrative regulations, professional standards, collective bargaining agreements, and applicable federal and state laws governing employee benefits administration.
26. Performs other duties as assigned.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Bachelor's degree in Human Resources, Business Administration, Public Administration, Finance, Risk Management, Employee Benefits, or other field as determined by the CHRO to meet the needs of the position.
2. At least two (2) years of progressively responsible experience administering and managing employee benefit programs.
3. In lieu of #1 and #2, must possess five (5) years equivalent combination of education

and/or experience necessary to perform the job functions as determined by the CHRO.

4. Must possess excellent written and oral communications skills.

Preferred Qualifications:

1. Experience in public sector, educational, governmental, or unionized environments.
2. Experience supporting collective bargaining and labor-management processes.
3. Experience conducting benefits procurement and contract negotiations.
4. Professional certification such as CEBS, SHRM-CP, SHRM-SCP, PHR, SPHR, or comparable designation.

Working Conditions:

Work is primarily performed in an office environment. The work environment is often controlled and quiet but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. The work requires regular focus on a computer screen and precise control of fingers and hand movements.

The Health Resource Supervisor will occasionally travel to sites within the District and will at times be expected to attend meetings outside of the District.

Employee Calendar: Admin & Confidential

Bargaining Unit: Not-represented

FLSA Status: Exempt

Compensation: Conc 12

Date Approved: November 15, 2021

Date Revised: September 16, 2026

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.

Employee Benefits Program Manager

Physical Requirements

In an 8-hour workday, this job requires the following:

NA – Not Applicable

R – Rarely (less than .5 hours per day)

O – Occasionally (.5-2.5 hours per day)

F – Frequently (2.5-5.5 hours per day)

C – Continually (5.5-8 hours per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing		X			
Walking (level surface)			X		
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)		X			

Physical Requirements	NA	R	O	F	C
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Max wt: 30 lbs.		X			
*Lifting/Carrying Max wt: 30 lbs.		X			

*Identify items typically moved: Office equipment

EMPLOYEE WORKPLACE EXPECTATIONS

1. Maintain regular and punctual attendance.
2. Follow site and/or District protocol for reporting absences.
3. Follow all District policies, work procedures.
4. Follow all reasonable requests/instructions by proper authority.
5. Maintain the integrity of confidential information relating to students, staff, and District operations.
6. Work independently in the performance of routine duties.
7. Make sound decisions.
8. Participate in required meetings and trainings related to the position.
9. Maintain required licenses/certifications and successfully complete required trainings for the position.
10. Utilize the District's electronic systems and applications related to the position.

11. Dress in a professional and appropriate manner for the assignment and work setting.
12. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
13. Cultivate and model a respectful working and learning environment.
14. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
15. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

Note: The description contained herein reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: