

Anoka-Hennepin Independent School District #11
Job Description

Title: Insurance Benefits Supervisor
Department: Labor Relations & Benefits - Insurance
Reports to: Director of Labor Relations & Benefits
Prepared Date: July 2007

SUMMARY OF RESPONSIBILITIES

Under the direction of the Director Labor Relations & Benefits, supervises the confidential employees in the insurance department, coordinates the benefits administration and implementation processes in the LR&B Insurance Department, which includes responsibility for comprehending and relaying accurate insurance plan information; recommending revisions and editing Summary Plan Descriptions for content and accuracy; ensuring the accuracy of the insurance data base, insurance fund transfers, and premium payments; coordinating and managing all benefit entitlements for retirees and former employees.

DUTIES AND RESPONSIBILITIES

- Assumes general supervision of the employees within the Labor Relations & Benefits - Insurance Department.
- Supervises all processes within the Insurance Department including meeting with department staff to discuss and resolve open issues and questions, balancing staff work load and processes, resolving problems with insurance plan benefits, and assuming responsibility for planning timelines for department work.
- Recommends benefit changes to existing insurance plans. Reviews and proofs insurance summary plan descriptions for accuracy and completeness.
- Coordinates and maintains good relationships with insurance representatives to ensure accurate administration of Anoka-Hennepin's insurance plans and the coordination of services between the District and the insurance plan administrators.
- Develops processes and procedures within department to ensure compliance with HIPAA privacy laws and MGDPS data retention requirements.
- Responsible for preparing open enrollment materials and communications to employees regarding benefit plan updates or changes.
- Prepares and monitors monthly insurance plan billings and payments for accuracy and timely payment. Authorizes payments in the absence of Director of Labor Relations & Benefits.
- Manages and ensures the accuracy of the Insurance data base by balancing the data on a monthly basis and checking for information accuracy. Problem-solves to resolve errors and inaccuracies. Implements process and procedure changes as needed.
- Coordinates all processes and information dissemination for the School District to meet requirements and compliance under Federal COBRA laws for former employees and their dependents.
- Coordinates all information for retiree benefits including calculating severance payments and insurance credit under contract language entitlements; processes final retiree letters; prepares severance for payment; maintains retirees on quarterly billing cycle.

- Responsible for presentations at Open Enrollment, Insurance Advisory Committee, Bargaining Group and Retiree meetings.
- Represents Anoka-Hennepin at Metro Schools Benefits Committee Meetings.

SUPERVISORY RESPONSIBILITIES

Supervises the confidential employees and all processes and procedures within the Labor Relations & Benefits - Insurance Department.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent, plus five years experience in Employee Benefits Administration. Training in benefits and computer programs desired.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of computerized insurance data base and spreadsheets

Knowledge of insurance plans for Health/Hospitalization, Dental, Life and Long Term Disability, Workers Compensation

Knowledge of current federal and state statutes regarding benefits including COBRA and HIPAA and MN Continuation

Working knowledge of all processes in the insurance department

Communications and customer services skills

Organizational and management skills

Ability to organize and prioritize

WORK ENVIRONMENT

Most work is performed in an office setting. Ability to travel to various meeting sites with insurance carriers and metro benefits committee is occasionally required.