

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Labor Relations and Benefits
Department: Labor Relations and Benefits
Reports to: Executive Director of Human Resources
Prepared Date: May 2014

SUMMARY OF RESPONSIBILITIES

Develops, plans, and administers policies and procedures relating to Benefits, Compensation, Contract Interpretation, Employee Data Management Systems, and assists with all Labor Relations / Negotiations by performing the following duties or coordinating through subordinates and staff.

DUTIES AND RESPONSIBILITIES

Benefits

- Assumes major administrative responsibility and compliance with State or Federal laws for the School District employee benefit programs including health and major medical, dental, term and supplemental life, long-term disability, workers compensation, flexible benefit program, retirement/severance benefits, special pay deferral plan and trust fund, health care savings plan, 403(b) tax sheltered annuity / 457 deferred compensation plans, maternity sick leave, sick leave buy back, Sick Leave Bank, sick leave severance, OPEB Trust and other labor agreement benefit entitlements.
- Coordinates letting of all insurance bids and requests for proposals relative to District welfare benefits and programs including preparing specifications, reviewing bids/proposals, recommending third-party administrators or insurance carriers, and negotiating administrative service agreements or contracts with providers.
- Manages all services provided by insurance carriers, brokers, and third party administrators, including professional relationships and auditing of services programs, and billings.
- Analyzes, forecasts, and recommends funding rates, program benefits, and develops revenue and expenditure budgets for the District's self-funded insurance plans including health, dental, and workers' compensation.

Labor Relations

- Assists District Legal Counsel in all matters relating to negotiating labor agreements, and interpreting contract language with School District bargaining units including professional assistance, contract analysis, and budgetary impact.
- Recommends and coordinates appropriate compensation and benefits for all positions (except in conjunction with Director of Employee Services for administrative compensation) in the School District to ensure compliance with state mandated Pay Equity Statute.
- Ensures the accurate interpretation and implementation of negotiated labor agreements and School District employment policies in the area of compensation and benefits and other contract language entitlements.
- Serves as Minnesota Government Data Practices Act Responsible Authority Designee.

Technology / Employee Data Integrity

- Assumes general administrative responsibility for Labor Relations and Insurance/Benefits Department, including, but not limited to insurance services, technology & employee data management, and programs in the department including staff development, budget and assignments.
- Assumes responsibility for the accountability, coordination, and utilization of the School District's HR/Pay employee data management system.
- Coordinates District Employee data systems as they relate to the requirements for negotiations, benefits, insurance, personnel, payroll, and finance.
- Plans and integrates new technologies for employee benefit and data management.
- Serves on the District Technology Steering Committee, Information Management Council, and TIES HR/Pay Advisory Committee.

Miscellaneous

- Ability to recognize and identify trends or challenges in area of responsibility and successfully interpret data and draw conclusions. Recommend or deploy a strategy to initiate system change or make district wide improvements.
- Prepares, recommends, and monitors program budgets for the allocation of resources in the areas of responsibility.
- Performs such other tasks and assumes such other responsibilities as the Executive Director of Human Resources may assign.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Insurance Benefits Supervisor, Labor Relations & Benefits Manager (vacant), three non-supervisory confidential employees, and indirectly supervises four confidential employees. Has responsibility for the overall direction, coordination, evaluation and supervision of these employees in accordance with School District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Human Resources, Public Administration, Business or related area. Masters degree preferred. Requires ten years related experience, preferably in an educational setting; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Human Resources Certificates or Benefit Administration Certificate preferred

KNOWLEDGE, SKILLS & ABILITIES

Ability to read, analyze, and interpret professional articles, financial reports, and legal documents.

Skilled in verbal and written communication to/with a diverse audience.

Ability to respond to common inquiries or complaints from administrators, teachers, other District employees, the general public and the School Board.

Ability to effectively present information to administrators, teachers, other District employees, the general public and the School Board.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.