

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 2015

SUMMARY OF RESPONSIBILITIES

Manage all functions of the administration of Anoka-Hennepin's employee benefit plans and is responsible for the supervision of Anoka-Hennepin's Insurance Benefits staff. Manage, coordinate, and ensure compliance in all aspects of the employee benefits including but not limited to: the self-insured medical, dental, and worker's compensation plans; the fully insured group term life and long term disability plans; the in-house Flexible Benefit Plan, COBRA, HIPAA, and ACA administration. Coordinate all aspects of the yearly insurance open enrollment. Understand and communicate insurance and retirement benefits based on the various School District labor agreements and employment policies. Collaborate, troubleshoot, and resolve benefit issues with the third party administrators, insurance consultants, and insurance carriers. Ensure information accuracy by determining department work flow; by reconciling claims, fees, and premium billing statements, and by monthly balancing of insurance data information systems.

DUTIES AND RESPONSIBILITIES

- Supervise staff in the Insurance Benefits Department to ensure high quality service to employees and accurate benefit information management. Perform yearly goal setting and individual reviews of staff assigned to it. Assume responsibility for and evaluate processes and work flow; assign tasks based on the skills and knowledge of staff; establish processes and timelines for work flow, training, and resources for staff.
- Manage and coordinate all aspects of the yearly insurance open enrollment including: participating in renewal meetings with consultants; reviewing and recommending benefit plan changes; preparing brochures, websites, and other communications; presenting the benefit updates and changes to staff at open enrollment meetings, coordinating with the external vendors and consultants on benefit documents, data audit documents, and timelines.
- Review and approve insurance Summary Plan Descriptions for accuracy and plan design. Authorize benefit exceptions based on unique circumstances. Maintain quality relationships with insurance plan representatives to coordinate services between the vendors, carriers, the District, and employees. Collaborate with third party administrators and insurance plan representatives to ensure accurate and efficient management of Anoka-Hennepin's benefit plans.
- Coordinate the preparation all calculations of retiree benefits based on the various labor agreements or employment contracts. Present and explain retiree benefits to groups and individuals. Calculate and prepare for authorization final retiree benefit letters, severance payments, and insurance benefit options. Ensure accuracy of all calculations and compliance with all employment agreements and laws.

- Audit insurance billing statements for accuracy with enrollments and compliance with contracts. Prepare monthly insurance premium bills, and claims and fee payments for processing.
- Ensure the accuracy of the Insurance data base by managing the data information processes and balancing the employee benefits by each plan on a monthly basis. Problem-solve to resolve errors, and implement process and procedure changes as needed.
- Ensure accurate and timely processing of the in-house Flexible Benefit Plan expense accounts and payments.
- Manage all processes to ensure accurate and timely processing of in-house COBRA and MN Continuation administration to meet state and Federal requirements for former employees and dependents.
- Develop processes and procedures within the department to ensure compliance with HIPAA privacy law, MCDPA insurance data retention requirements.
- Ability to understand and explain all aspects of benefit issues relating to employee leaves of absence, retirement, and/or resignation.
- Act as a resource for the Insurance Advisory Committee, the Wellness Steering Committee, the Sick Leave Bank Committee, and provide guidance to Employee Wellness Coordinator.
- Meet with other Department Administrators to discuss and coordinate issues and provide information necessary for efficient School District operations.

SUPERVISORY RESPONSIBILITIES

Supervises the Confidential employees assigned to the Labor Relations and Benefits - Insurance Department

EDUCATION and/or EXPERIENCE

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

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of insurance plans for Medical, Dental, Life and LTD

Knowledge of current laws regarding benefits such as COBRA, MN Continuation, HIPAA, ACA, and MGDPA

Knowledge of Flexible Benefit Plan and Flexible Spending Accounts

Knowledge of DB master data base

Basic knowledge insurance plan and information management

Communications and customer services skills

Organizational and management skills

Ability to organize and prioritize

Ability to present information in front of large groups

Ability to handle challenging benefit situations of employees with sensitivity and knowledge

WORK ENVIRONMENT

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