



DIRECTOR – BENEFITS & LEAVES (DIRECTOR – HUMAN RESOURCES SERVICES)

BASIC FUNCTION

Under administrative direction, direct functions, activities and staff to support the overall administration, design, implementation and communication of the District's comprehensive and complex employee health, welfare and leave benefits programs; ensure that programs support the District's strategic objectives and adhere to current laws, regulations and collective bargaining agreements; serve as a professional resource to employees, retirees and stakeholders regarding employee health, welfare and leave benefits; lead and participate in developing and implementing programs which sustain a richly diverse, inclusionary workforce and supports the district's education and equity initiatives.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Direct programs and staff in administration of all areas in the Employee Benefits division, including health insurance, open enrollment, life insurance, flexible spending accounts, life insurance plans; temporary disability programs; retirement benefits, and payroll and personnel issues affecting health and welfare benefits. "E"
- Administer all aspects of the Affordable Care Act (ACA); ensure compliance with ACA regulations; monitor employee working hours for eligibility purposes; implement and oversee ACA record keeping and reporting requirements; review and analyze proposed and adopted ACA legislation for impact to the District. "E"
- Recommend policies, regulations and collective bargaining contract language related to District health and welfare insurance benefits; serve as subject matter expert in the administration and plan design of the health and welfare plans during union related activities, including attending negotiations and presenting to both management and bargaining groups. "E"
- Serve as the District's professional expert to develop, interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits; resolve issues and conflicts with plan representatives, the health and welfare trust, employee groups and provide information concerning District policies and procedures, negotiated agreements, and employee benefits; develop and support staff in solving unique problems of district employees. "E"
- Counsel and advise management, trust, union partners and health and welfare committee members on recent and pending legislation and court decisions including the impact to employee benefits programs, memoranda of understanding and benefits plan documents. "E"
- Communicate health and welfare plan changes by obtaining and preparing email and print communications, web material, booklets, and other media for communicating new or modified plans to employees; schedule and conduct employee meetings, workshops and seminars for active and retired employees. "E"
- Review and analyze changes to state and federal laws pertaining to benefits, and report necessary or suggested changes to management; coordinate District employee and retiree benefits with government sponsored programs, as appropriate; assure District compliance with provisions of State and federal law. "E"

- Supervise preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, Oregon PERS, insurance commissioners, and other regulatory agencies. “E”
- Assure that existing and new benefit programs are adaptable and/or compatible with human resources information systems, District and third party administrator technologies and reporting systems, including the testing of new software and upgrades to existing systems. “E”
- Oversee development of a variety of benefit information and statistical and census data for actuaries, insurance carriers, surveys, collective bargaining negotiations and management information. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies. Participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Direct and develop staff to participate in the ADA Reasonable Accommodation interactive process; work with legal counsel, Risk Management and employees to develop policies, procedures and practices to determine feasibility of return-to-work with or without accommodations in accordance with local, state and federal laws. “E”
- Direct the performance of assigned staff; interview and select employees and approve transfers, reassignment, termination and disciplinary actions. “E”
- Direct the compilation of data and prepare and maintenance of a variety of records, logs and reports related to employees, benefits, general benefits information, fringe benefits, LOA, ADA and return-to-work requests, COBRA, retirement and assigned activities; oversee establishment, updating and maintenance of records and systems maintenance of employee benefits records, such as enrollment, application, and claims records for all benefits plans. . “E”
- Keep current of changes and trends in human resource employee health and welfare benefits administration and technologies; attend in-services, conferences and workshops. “E”
- Perform other duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Director – Benefits & Leaves, directs the staff and services of the District’s employee health and welfare benefits programs, including COBRA, ACA, and employee recognition, benefits, and leave programs. This employee explores and develops strategies to align department activities directly to the district’s Racial Educational Equity Policy and Human Resource’s Strategic Plan.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and techniques of public employee health and welfare benefits programs administration, including the Affordable Care Act, public employee health and welfare trusts, Oregon public employee’s retirement system, COBRA, leave of absence and medical plan eligibility and enrollment requirements.

State and federal laws, rules, acts, regulations and guidelines governing employee benefits and health and welfare programs.

Data collection and analysis techniques.

Database, word processing, applicant tracking, and presentation software programs.

Report preparation and presentation methods and techniques.

School district organization and administration.

Ability to:

Administer District employee and retiree health and welfare plans.
Stay current on laws, practices and trends in human resources health and welfare benefit programs.
Read, interpret, implement and communicate a variety of complex laws, guidelines, initiatives and policies.
Establish and maintain effective and professional relationships with those contacted in the course of work.
Serve as a professional expert and subject matter expert on benefit's plans, laws, cba's, policies and procedures.
Develop and deliver benefit programs' communications and training programs.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative and other board policies.
Perform multiple complex duties simultaneously with constantly changing priorities and deadlines.
Demonstrate a strong customer service orientation.
Exhibit patience and empathy towards employees.
Maintain confidentiality and demonstrate discretion, initiative and good judgment.
Assure efficient and timely delivery of program services, projects and activities.

Education, Training and Experience:

A Bachelor's degree in human resources, business administration, public administration, insurance/risk management or a related field and a minimum of five (5) years of experience administering employee benefits insurance programs including retirement, life insurance, medical, dental, and vision plans in an organization with a minimum of 2,000 health and welfare plan participants is required. Supervisory experience and experience in a unionized organization and/or a K-12 public school district is highly desirable.

Experience with a Healthcare Trust is highly desirable.

Certification as a Certified Benefits Professional (CBP) will substitute for two years of the required experience.

A Master's degree in public, business, or human resources administration with coursework in employee benefits administration may substitute for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Special Requirements:

Positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; emotional stability to work effectively under pressure and to keep all aspects

of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

Remote Work Eligibility: On-site.

FLSA:	Exempt	Approval Date:	December 6, 2016
Bargaining Unit:	Non-Represented	Revised Date:	January 1, 2019
Job Code(s):	1833		June 25, 2025
Salary Grade:	45		
Work Year(s):	260		

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.