



Class Code: Managerial
Grade: 51
FLSA: E
WC Code: 8810
EEO Code: 1
EEO Job Category: Professional

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: BENEFITS AND RISK ADMINISTRATOR

GENERAL STATEMENT OF JOB

The purpose of this position is to plan, implement, maintain and administer the City's employee and retiree benefit services and risk management program for the City, under the general direction of the Human Resources and Risk Management Director, or their designee. Employees in this classification perform professional and complex administrative work. Position is responsible for managing open enrollment, workers' compensation, safety, general liability claims, and daily benefits administration for the City. Work is performed with considerable independence.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Establishes goals, standards and objectives; develops and administers benefits policies and procedures; ensures provisions of service is in compliance with labor agreements and Federal and State statutes, rules and regulations; reviews legislation to determine effect on benefits programs and services.

Researches, analyzes and coordinates with Finance on costs of benefits in contract proposals.

Receives, audits, and reconciles invoices from benefits providers.

Determines employee eligibility for benefit programs and manages the benefits administration portal.

Administers the City's insurance policies pertaining to property, casualty/liability, workers compensation, short-term disability, long-term disability, and long-term care.

Administers the City's Drug-Free Work Place Policy coordinating post-accident, random, and reasonable suspicion testing, follow-up programs, and reporting requirements.

Manages the City's compliance with the Family and Medical Leave Act (FMLA) and administers the FMLA program; reviews and approves FMLA Leave requests, medical certifications, and follows-up with employees to ensure that leave benefits are appropriately designated; and coordinates with Payroll and other departments on FMLA issues, benefits, and payments.

Schedules, coordinates and/or conducts orientation for new hires; interprets and explains City benefit plans; conducts initial employee benefits enrollment; instructs new hires in completion of benefit forms and hiring documents; distributes completed benefit forms to appropriate department, provider, employee and file.

Designs, develops and distributes communication tools to enhance employees' understanding of the City's benefits and wellness packages; provides information, guidance, and assistance.

Plans, coordinates and implements annual Benefits and Wellness Fair.

Plans, coordinates and implements annual Open Enrollment period for benefit changes.

Develops and implements safety programs, policies, and procedures to mitigate and/or minimize risks thereby reducing insurance costs and costs of claims.

Prepares and reviews requests for proposals (RFP's); evaluates proposals, makes recommendations to management and/or the City Commission on insurance matters, and reviews contracts to ensure appropriate insurance coverage and that all requirements are met.

Processes claims and communicates with claims adjusters and attorneys, preparing and producing any requested documents and staying abreast of the status of all claims.

Processes payments relating to property and vehicle repairs, deductibles, premiums or related expenditures.

Ensures compliance with workers' compensation and Florida statutes.

Maintains current knowledge of liability and workers compensation laws and regulations; stays informed on benefits and insurance trends and changes; and understands how they impact programs and plans.

Serves on safety and wellness-related committees and assists in the review and renewal of insurance contracts.

Prepares or completes various forms, reports, correspondence, articles, surveys, certificates, check requests, agendas, statistical reports, record destruction requests, or other documents.

Receives and takes appropriate action on various forms, reports, correspondence, surveys, invoices, personnel authorization forms, payroll listings, budget reports, insurance/benefit billings, employment openings, contracts, city charter, policies, procedures, rules, regulations, statutes, manuals, reference materials, or other documentation.

Communicates with supervisor, employees, retirees, City management, other departments, third party administrators, the public, outside agencies, and other individuals as needed to coordinate benefit activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, desktop publishing, document imaging, e-mail, or other software programs.

Performs general clerical tasks in support of department operation, which may include greeting the public, distributing documents, explaining employment policies and procedures, responding to public records requests.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources, Public Administration, Business Management, or closely related field; **AND**
- Seven (7) years of increasingly responsible experience in public sector benefits administration and risk management; **AND**
- Valid State of Florida driver's license.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

PREFERRED QUALIFICATIONS

- ARM-P; **AND**
- Public sector experience

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert moderate, though not constant, physical effort, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with minimal exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.