

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Director, Benefits Programs

(Revised)

Job #07-080

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the **management position of Director, Benefits Programs, Central Services.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Vice Chancellor, Human Resources and Equal Opportunity, serve as the primary individual responsible for planning and administering the health and welfare programs of the District. Responsible for managing the administration and implementation of the District's health and welfare programs including medical, dental, vision, life insurance, long-term disability, employee assistance programs, worker's compensation, COBRA and retiree benefits. Provide leadership regarding overall direction of health and welfare programs. Research, analyze and negotiate insurance plan coverage and costs on behalf of the District with plan providers. Work directly with accounting and finance staff to develop and monitor benefits budget. Research and develop alternatives to current programs. Serve as resource to the chief negotiator and management team regarding plan utilization, trends, and new legislation, and assist in developing collective bargaining proposals and recommendations for changes to the benefits and workers' compensation programs. Oversee implementation of plan changes. Provide training to enhance managers' ability to comply with and support plan requirements, particularly workers' compensation, ADA, and OSHA requirements. Develop and implement procedures and practices that will enhance employee access to information. Work with senior staff, employee groups, brokers and representatives to evaluate program effectiveness and recommend improvements. Interact with online enrollment vendor to prepare reports and communicate plan changes. Manage communications and conduct training for all plan enrollees, potential enrollees, and retirees to keep them well informed of plan contents, options and changes. Oversee open enrollment. Oversee District ADA compliance and coordinate workplace accommodations, including monitoring the return to work of individuals from medical or worker compensation leaves. Ensure customer questions are answered and issues resolved in a timely manner; directly participate in resolution of complex and challenging issues. Promote and enforce the District's commitment to safety by ensuring that all employees in the division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree, preferably in Business Administration, human resources or a related field.
3. 5 years of experience working with employee health and welfare programs including at least 2 years in a lead or supervisory capacity with primary responsibility for administering health benefits and programs.

PREFERRED QUALIFICATIONS:

1. Experience administering medical benefit programs in the public sector.
2. Experience developing policies, procedures, forms and instruction manuals to support program implementation and functions.
3. Supervisory experience.
4. Experience writing reports and making presentations.

In addition, successful candidates will demonstrate the following:

1. Short and long-term planning skills.
2. Knowledge of the collective bargaining process.
3. Knowledge of current federal and state legislation affecting health benefits as well as knowledge of guidelines and forms related to such programs as workers' compensation, COBRA, HIPPA, FMLA, ADA and Medicare.
4. Ability to communicate effectively, both orally and in writing, including persuasive communication, public speaking and drafting concise contract language.
5. Ability to use a variety of computer software to enter, modify, format and retrieve data.
6. Ability to compose and prepare written materials including graphs and other presentation tools.
7. Ability to conduct complex data analysis.
8. Ability to maintain confidentiality.

-OVER-

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: \$88,010-\$92,404

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>