

SACRAMENT 16.76 Tm 9S.6(CD)-7MY6.71ME exempt

WORK YEAR: 12 Months
SALARY: Range 11
Salary Schedule A

CABINET APPROVAL:
HR APPROVAL:

09-05-23
08-31-23

BASIC FUNCTION:

Plan, organize, control, and direct the District's employee health and dental benefits programs and worker's compensation and Wellness Program.; review and analyze the District's current position for compliance; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown in the position description.) Plan, organize, control, and direct the District's employee health and dental benefits programs and worker's compensation and Wellness Program; make required changes to the programs; develop new procedures as needed to comply with the California Education Code, multiple bargaining unit contracts, District policies, and federal and state regulations. **E**

Administer and manage employee benefit programs including, health, dental, vision, worker's compensation and Wellness Program.

Coordinate with insurance company representatives, District insurance brokers, third party administrators and District employees to handle plan renewals, plan changes and workers' compensation settlement authority; resolve benefit, workers' compensation issues and evaluation of claims activity. **E**

Coordinate and ensure the implementation of employee health benefit plans, retiree benefit plans, worker's compensation, and Wellness

Generate

KNOWLEDGE AND ABILITIES:

K