

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DIRECTOR OF BENEFITS AND HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)

FLSA STATUS: EXEMPT – PAY GRADE 26 – A

JOB FAMILY: HUMAN RESOURCES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Director of Benefits and HRIS provides leadership and responsibility for all benefit plans, including the design, oversight, implementation and monitoring of the College's benefits programs and serves as the Human Resources systems administrator focusing on implementing, maintain, and updating the system across the organization. The Director maintains and recommends current year and long-term financial strategies for benefits plans ensuring policies and procedures are in compliance with Florida Statutes, and programs are in alignment with the College's overall strategic objectives. Provides oversight of health and wellness and Human Resources systems functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Manages, administers, interprets, communicates, optimizes, and supports multiple self-insured health, wellness, dental, and vision care strategies, programs, policies, procedures, and operations. Monitors claims filings and resolves administrative problems concerning workers' compensation, retirements, and group insurance coverage.

Provides direction and ensures compliance with all federal and state regulations in the administration of COBRA, HIPAA, ACA, FMLA, and benefits administration systems.

Provides leadership in the day-to-day operation of the College's retirement and employee wealth building programs and opportunities, including but not limited to FRS defined benefit and investment plans, FRS DROP enrollment, and 403b and 457b plans.

Provides leadership in the research, development, and evaluation of benefits plans and packages; provides recommendations for modifications and/or improvements concerning cost efficiency for college benefits; coordinates with independent consultants on efforts to develop sound, effective, and competitive health insurance and tax deferred benefits.

Provides direction in the administration of the Sick Leave Pool and ensures the effective and efficient implementation of the committee's decisions. Ensures confidentiality.

Develops retirement process and provides counsel to employees regarding retirement options and facilitates application process, where necessary.

Formulates, recommends and evaluates Board Rules and Administrative Procedures relating to human resources matters; ensures compliance with established State and Federal regulations concerning benefits administration.

Collaborates with business leaders to determine benefits related reporting needs and deliver data-driven insights to inform decision-making. Generates and delivers a variety of routine weekly, monthly and ad hoc queries/reports as needed for management.

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Provides leadership and manages problem solving, countermeasures, compliance and continuous improvement activities within benefits and the HRIS section and systems components.

Selects, supervises, evaluates, and provides discipline to assigned staff with a full commitment to the Colleges EA/EO and Affirmative Action Plan.

Performs other duties as required.

SUPERVISION RECEIVED

Supervision is received from the Chief Human Resources Officer.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution and five (5) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from an accredited institution in personnel/human resources management, business administration or a related field and five (5) years of progressive experience in human resources and three (3) years of supervisory experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange of information. Communication includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety

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of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages.

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

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 8/29/22