

The Chief Benefits Officer is a Director level position and is responsible for collaboratively working with school district administrators to implement and monitor the district's benefits and risk management programs. The Director has the following strengths and abilities: works in a supportive, collaborative role with staff in all departments; interfaces with other departments to coordinate reciprocal services for achieving benefits and risk management goals; interprets and remains current on all federal, state, and local mandates for employee benefits and risk management and ensures that the district is in compliance; handles confidential information discretely and professionally; uses discretion and exercises sound judgment; has exceptional public relations and interpersonal skills to respond to employees and advocacy groups and serves as the school district's lead representative and contact person for programs related to benefits and risk management services related functions; and, possesses effective management, supervisory, team-building, and problem solving skills.

Chain of Command

The Chief Benefits Officer reports to the Executive Director of Talent Management.

Competencies of the Chief Benefits Officer

The Chief Benefits Officer shall possess deep knowledge of benefits and risk management requirements, compliance, relevant law and best practices. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

The Chief Benefits Officer shall be responsible for the following duties:

- Implementation of short and long-range plans for achieving benefits and risk management goals and objectives in alignment with the district's strategic plan.
- Monitor the development and implementation of all aspects of the benefits and risk management program process.
- Collaborate with school-based and district administrators regarding the management of benefits and risk management processes, employee accommodations and leaves of absence, worker injury, property and risk claims.
- Interview and hire staff members for the Department; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Monitor compliance with Governing Board Policies and Regulations, recommend Board policies related to the areas of responsibility, and work with the School Board attorneys to develop required policy changes.
- Maintain accurate database and files of employees and former employees in accordance with policy and record retention guidelines for employee benefits and workers compensation.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services; evaluate benefits and risk management programs and initiatives.
- Facilitate research regarding trends and best practices to support appropriate recommendations for district improvements for the Kyrene Employee Benefit Trust and risk insurance program.
- Serve as the school district's liaison in all matters concerning benefits and risk management.
- Facilitate the operations of the Kyrene Employee Benefit Trust and the Tempe Tri-Investment Committee.
- Serve as a liaison with outside vendors and consulting firms related to work areas.
- Maintain communication network with Employee Benefit and Risk Management administrators within the state.
- Serve as needed on the district Emergency Management team.
- Attend and present at Board meetings and other special meetings upon request of the Executive Director of Talent Management.
- Supervises staff including assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.
- Designs, administers, and evaluates programs including activities such as establishing priorities and implementing strategies to improve employee benefits and risk management systems, department functions as well as other District-wide support operations.
- Consults with legal counsel regarding federal and state requirements and making decisions based on interpretations of Federal mandates and case law, which have significant fiscal implications for the District.

Training and Experience

Masters level degree in human resources, risk management or related discipline; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

10+ years experience in senior level Employee Benefits/Risk Management preferred .

Licensing/Certification Requirements

Valid AZ Fingerprint Clearance Card required

Experience and demonstrated success as a district leader preferred

Date Revised

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