

Employment Opportunity

DATE: January 27, 2012

Benefit Manager Job # 299761

The Colorado Community College System is the state's largest system of higher education, comprising 13 state community colleges, career/technical programs in more than 150 school districts, and program oversight for seven other post secondary institutions. Each college offers a blend of core courses for the university-bound as well as career programs that meet local employers' needs. Our high school programs are designed to increase the number of qualified entry-level and skilled workers for the Colorado economy. Altogether, we serve over 162,000 for-credit students per year. CCCOnline also serves secondary and continuing-ed constituents, increasing the total number of students served. We are a national model for utilizing advanced technology to deliver state-of-the-art academic and career education across the entire secondary through post-secondary continuum.

Job Summary

The Benefit Manager reports to the Executive Director, Human Resources for the Colorado Community Colleges System Office. Position administers the non classified benefits for the System Office and all 13 community colleges including providing direction and consultation to the benefit administrators at the community colleges. The position also manages and administers employee benefits for all classified employees at the System Office. Develops and implements the New Employee Orientation Program, maintains employee relations, and manages a variety of system-wide special events. Supervises the Benefit Specialist and the Front Desk Receptionist.

Duties and Responsibilities

- Administers the classified and non-classified benefits for the Colorado Community College System. Serves as the insurance authority on the SBCCOE Benefits Advisory Committee. Trains benefit employees at the community colleges on benefit administration.
- Functions as the system-wide staff authority on benefits, and analyzes and resolves insurance problems with the benefit carriers. Serves as the insurance authority on the SBCCOE. Reconciles Trust invoices and processes payments to colleges/agencies and vendors. Works with an external benefit consultant in preparing and reviewing bids, insurance contracts, and open enrollment materials. Assists carriers with monthly premium reconciliations.
- Administers classified and non-classified open enrollment programs, and oversees workers compensation, short term disability, FMLA, Leave, COBRA, and Unemployment Insurance. Administers and coordinates annual open enrollment training sessions on non-classified benefits for benefit and payroll administrators.
- Manages Banner and Benefit Solver data entry for new hires including setting up position information, entering personnel, benefit/ deduction and salary information. Reviews monthly payroll for data entry accuracy.
- Develops and conducts new employee orientation and exit interviews, and provides employee turnover data to the HR Director.
- Provides employee relations to CCCS employees regarding CSEAP, PERA, rules, policies and procedure interpretation.
- Organizes and manages special events including system-wide health and wellness fair, employee of the year, faculty of the year, service awards, Lunch and Learns trainings, retirements and other employee recognition events.
- Maintains currency in all areas of benefits by attending meetings, conferences and workshops. Disseminates information to the benefit administrators at all of the community colleges.

- Travels to outlying community colleges to perform benefit training.

Applicant Qualifications

Education:

Bachelor's degree from an accredited college or university in Human Resources, Business management, Social Sciences or a related field.

Four years of progressively responsible experience in benefit administration with certification as a PHR or SPHR may substitute for the required bachelor's degree. It does not substitute for the additional three years of experience described below.

Experience:

- Three years of experience in a Human Resource Office managing and administering Benefits including health, dental, life, Short Term Disability, Workers Compensation, and Unemployment Insurance.

Necessary Qualification

- Must possess and maintain a current State of Colorado Driver's License.

Preferred Education and Experience Qualifications:

- Experience administering benefits in a higher education setting.
- Experience managing and entering data into an HRIS system such as Banner.

Skills and Abilities

- Strong interpersonal, verbal and written skills.
- Exceptional customer service skills.
- Excellent organizational skills.
- Ability to multi-task and work with interruptions.
- Ability to speak in front of large groups.

Salary & Benefits

CCCS offers competitive salaries. In addition to salary, CCCS offers an excellent benefit package including health, dental, vision, life insurance, and retirement. As a Professional/Technical position, this position accrues 15 hours of annual leave and 10 hours of sick leave each month in addition to 10 paid holidays each calendar year. CCCS employees and their dependents are also eligible for Colorado Community College tuition reimbursement. For a complete overview of benefits and leave see the Human Resources website: <http://www.cccs.edu/HR/Index.html>

Application Process

Submit a current resume and cover letter addressing the position requirements, list of three professional references and your three most recent supervisors, and copies of your transcripts (unofficial are acceptable as part of the application process – official copies will be required prior to hire) to:

E-Mail: jobs@cccs.edu
Fax: 720-858-3136

Or mail to:
Human Resources – Exempt Recruitment
Colorado Community College System
9101 E. Lowry Blvd.
Denver, CO 80230

Screening of applications will begin immediately. The announcement will be closed when an adequate pool of qualified candidates has been received. Candidates are evaluated based on their qualifications as related to the duties and responsibilities of the position.

Candidates must successfully pass a criminal background check prior to hire.

Equal Opportunity Employer -The Colorado Community College System is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this within your application materials.

This position may require irregular hours, including nights and weekends, as well as working more than eight (8) hours per day at certain times.

For information regarding Colorado Community College System Security, including crime statistics for the Lowry campus and surrounding area, please see the Lowry Campus Security website at: <http://www.ccs.edu/Security/crimestats.html>. For a hard copy report please contact 303-595-1638.