



## **EMPLOYEE BENEFITS MANAGER**

**Job Title:** Employee Benefits Manager

**Opening Date:** July 25, 2017

**Location Name:** Pastoral Center

**City:** Portland

**State:** OR

**Zip:** 97214

**Job Number:**

**Job Category:**

**Position FTE:** Full Time

**Term of Service:**

### **Position Summary:**

Administers Archdiocesan employee benefit plans, including group health, life and disability insurance plans, long-term care, EAP, Section 125 and Section 129 plans, defined benefit pension plan for priests, and tax-sheltered annuity retirement plans for lay employees. Assures compliance with the policies of the Archdiocese and its insurance provider contracts, as well as state and federal laws. Position routinely interacts with a wide variety of outside contacts along with Archdiocesan staff, affiliated employers, other employers participating in Archdiocesan benefits plan, and all benefit participants.

### **Essential Functions/Major Responsibilities:**

1. Serves as plan administrator and key liaison to insurance broker and carriers, Third Party Administrator (TPA), and other vendors. Works closely with broker consultant and Archdiocesan committee to develop approved new plans and changes. Implements such by preparing announcement material, booklets, and other media for communicating new plans to employees. Prepares and/or reviews requests for proposals, reviews vendor proposals, and participates in interviews and selection of benefit vendors.
2. Prepares and/or reviews with legal consultation, benefit documentation, such as original and amended plan texts, benefit agreements, and insurance policies. Instructs insurance carriers, trustees, and other administrative agencies outside the company to effect changes in the



- benefit programs. Ensures prompt and accurate compliance.
3. Serves as HIPAA Privacy Official, ensuring confidentiality procedures are followed for protected information.
  4. Manages the relationship and administrative agreement with TPA handling enrollment and benefit billing for the Archdiocese.
  5. Coordinates annual plan renewals and open enrollment activities for all programs.
  6. Produces employee communications such as enrollment guides, forms, newsletters, and other information as needed to maximize employees' understanding of their benefits.
  7. Acts as liaison between employees and benefit vendors to resolve non-routine administration and claim issues.
  8. Advises pastors, principals, business managers, and other administrators on matters concerning benefit policies and procedures. Conducts benefits presentations during open enrollment. Provides ongoing education/training to the Pastoral Center, parishes and schools through workshops, presentations, and written communications on benefit issues. Prepares and/or reviews benefit materials for handbooks and other documents distributed to lay personnel, clergy, and seminarians.
  9. Handles benefit orientation, enrollment, and other communications for all diocesan clergy, seminarians, retirees, and Pastoral Center employees. Provides payroll adjustment data to Financial Services and reconciles premium payments.
  10. Assists diocesan clergy with retirement benefits (i.e., Medicare, pension, and health coverage), health care claims, and financial needs under the direction of the Vicar for Clergy.
  11. Administers lost earnings procedures for 403(b) Tax-Sheltered Annuity Plan for the Archdiocese, ensuring that contributions are properly credited and late or missing contributions are made whole.
  12. Maintains current and historical benefit files containing confidential records, insurance contracts, plan design materials, and other various insurance documents.
  13. Participates in long-range operational and strategic planning activities.
  14. Other duties as assigned.



**Specific Job Skills:**

1. Ongoing knowledge of employee benefits programs, principles, and practices, including laws and regulations as they relate to the Archdiocese's benefits programs.
2. Good understanding of Archdiocesan programs, policies, and coverage needs.
3. Strong interpersonal, written and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
4. Ability to facilitate parish/school relations.
5. High level of accuracy and attention to detail, decision-making, use of discretion, teamwork, service orientation, independent judgment/action, problem-solving, organizational and supervisory skills.
6. Ability to handle multiple priorities.
7. Proficiency with personal computer, software, calculator and all basic office equipment, including experience with Microsoft Office Suite and/or other software.
8. Performs basic math and programming.

**Education and/or Experience:**

Bachelor's degree and 5 years' experience in benefits administration, or Master's degree in Human Resource management and 4 years' experience in benefits administration, or any appropriate combination of education and experience.

1. CEBS certification preferred.
2. Ongoing training through various programs and workshops along with membership in various affiliated associations.
3. Valid driver's license required.
4. Practicing Catholic preferred.
5. Bi-lingual (Spanish) preferred.

Please send resume and cover letter to [hr@archdpx.org](mailto:hr@archdpx.org) to apply.