

Michael Hinojosa, Ed.D.
Superintendent of Schools



Date: February 25, 2010
From: Human Resources
Subject: Vacancy—Job #7352123747 (226 Days)
Benefits Program Manager
Benefits Department

QUALIFICATIONS

- Bachelor's Degree from an accredited university in Human Resources, Health Education, Management or related field
- Five years of experience related to HR benefits, wellness, or absence management
- Knowledgeable with laws related to benefits, payroll, employment, ADA and leaves
- Proficiency with MS Office with strong computer and technical skills
- Strong knowledge and experience with HRIS systems – preferably with Oracle HR/PR
- Ability to handle multiple tasks successfully without supervision
- Ability to interface effectively with all levels of personnel
- Strong communication and presentation skills
- Significant human relations skills
- Ability to handle confidential and sensitive data
- Strong analytical skills

BASIC FUNCTIONS

- Manage the district's wellness program including strategic planning, recommendations and implementation of program components, process development and communications delivery to all users
- Manage the benefits department during the director's absence
- Develop and implement a comprehensive wellness program for optimizing district's economic value in the area of health and productivity
- Select and track key performance metrics for monitoring performance and management reporting for health and productivity
- Develop and implement strategies that enable the district to reach the attendance goals outlined within the staff and Teacher Attendance Award (STAR) Plan, including data tracking and management reporting
- Coordinate with the Leave of Absence program management staff in attendance management/reporting; develop and implement solutions that would improve employee attendance
- Coordinate onsite wellness programs including screenings, seminars, health fairs and wellness activities throughout the district; develop activity calendar and annually evaluate and recommend future direction for the wellness program
- Develop and administer a district survey to determine employee interest and participation in wellness activities
- Manage and maintain the LiveWell@DallasISD website content and coordinate with vendors on updates as needed; promote programs being offered by the wellness program vendor
- Develop and deliver training/seminars to educate all levels of employees
- Participate as a partner in strategic planning or lead key projects such as communication, training and promotion of the benefits programs (health and welfare, retirement, leaves and wellness)
- Perform technical review of all benefits communications including website content and benefits printed or electronic communication. and managing the outsourced benefits programs
- Review appeals and TRS exceptions and make recommendations for approval or denial
- Emergency Site Coordinator – develop and maintain written plan and provide necessary training
- Review, analyze and respond to all Medicare Secondary Payor/CMS Inquiries
- Assist the director in developing, managing and maintaining the department's budget
- Assist the director with special projects, compliance review and program implementation strategies
- Perform all other tasks and duties as assigned

Minimum
\$44,000

Midpoint
\$59,842

Maximum
\$75,684

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the executive director – Human Resources.

Email resume and letter of interest specifying particular position to:
centralresumes@dallasisd.org WORD FORMAT ONLY

Application Deadline: March 11, 2010 by 4:30 p.m.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H