

## Position Summary

Responsible for managing benefits (health, retirement, supplemental) for employees and retirees of the City of Garland.

### **Essential Job Functions**

- Provide administration for employee benefit programs including self-funded health plans, supplemental benefits, retirement (TMRS) and related incentives.
- Collaborate with key stakeholders including external Brokers, Executive Team, Budget, Finance, Internal Audit and related departments on total rewards design, performance and funding.
- Provide support and preparation during the annual operating budget process.
- Oversee staff performance and provide direction to team members as necessary.
- Conduct on-going review and audits of cyclical departmental tasks to ensure timely completion.
- Ensure sound practices related to vendor management and effective management of participant issues related to program offerings.

### **Preferred Knowledge, Abilities & Skills**

- 7-10 years professional work experience in human resources, with direct leadership of benefits and related programs
- Certified Government Benefit Administrator (CGBA), SPHR/PHR, SHRM-SCP/CP, IPMA-HR Certification and/or Certified Benefits Professional preferred
- Previous experience in public sector or related arena and/or self-insured plan management
- Project management experience leading benefits or compensation related initiatives

### **Knowledge, Skills & Abilities**

- Extensive knowledge of federal and state labor laws/regulations related to benefits
- Extensive knowledge of benefit plan design and the ability to guide recommendations based on trends and other key performance indicators
- Strong analytical and problem solving skills with the ability to make organizational recommendations and guide actionable outcomes tied to metrics, trends and problem identification
- Excellent verbal and written communication skills
- Strong project management and organizational skills, effectively managing multiple projects on target and on budget
- Expert-level skill with MS Excel, Word, and PowerPoint
- Ability to present information in an organized, logical manner and ensure execution as expected for all core functions

### **Minimum Education & Work Experience**

- Bachelor's degree in business administration, public administration, or related field
- 3-5 years professional work experience in employee benefits, retirement or similar functions
- 3-5 years of supervisory experience

### **Licenses & Certifications**

Valid Class C Texas driver's license