



Cow Creek Government Office

Position Description

Position Title: Benefits Administration Manager

Department: Human Resources

Reports To: HR Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

The Benefits Administration Manager will be responsible for the overall administration of the Nesika Health Plan and is responsible for the oversight and management of all group benefits programs (self-funded health Plans, STD, LTD, Life Insurance, FSA, ancillary benefits, etc.). This will include plan coverage evaluation and recommendations, monitoring of plan financial performance, Compliance with applicable laws for example the Affordable Care Act and HIPPA. Position will also be responsible for coordination with Tribal members, business, HR departments, business accounting departments, as well as the plan's Third Party Administrator (TPA).

ESSENTIAL FUNCTIONS:

- Analyze current benefits, services, coverage, cost, competitive trends, and organize data for actuarial assessments to assist with forecasting trends, future benefit designs and recommendations
- Monitoring of Plan financials ensuring funding is available for claims and administrative payments.
- Works with business and government finance departments to facilitate premium payments as well ensuring funding transfers are made for payment by TPA.
- Work with TPA to ensure Tribal member Insurance premiums are received.
- Facilitate completion of annual reporting requirements and compliance testing Facilitates monthly and annual enrollment into the plan.
- Design communications materials and presentations of the benefit plans and programs for benefit orientations and open enrollment meetings.
- Reviews reports from TPA on Plan Performance.
- Prepares Monthly plan report for Administrative review.
- Liaison between TPA and Tribal members for the plan.
- Ensures Legal Compliance.
- Coordinates Annual renewal process for vendors.
- Ensures Plan compliance, coordinates with Legal department and Administration as needed.
- Acts in the capacity of HIPPA Compliance Officer.

QUALIFICATIONS:

- Associates Degree or greater in related field.
- 5+ years' experience in health insurance or related field in Lead or Administrator capacity.
- Current and valid Oregon Driver's License with the ability to qualify for the UIDC's Drivers Program.