

Missouri Department of Transportation Job Description

Job Title: Employee Benefits Manager

Title Code: R04115

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Employee Health and Wellness

Effective Date: 11-01-2024

Replaces (Effective Date): 03-20-2023

General Summary

The employee benefits manager is responsible for management and implementation of medical and life insurance plans for department employees. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Benefits Administration, Business Administration, or related field, **AND** six years of experience in accounting or benefits administration, **OR**
- Ten years of experience in accounting or benefits administration.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Assists analyzing and reporting on medical and life insurance plan performance; implements plan metrics and benchmarks performance against peer and state plans.
2. Assists overseeing vendor performance including vendor management, performance assessment, evaluation, and medical and life insurance plan change recommendations.
3. Communicates plan information to participants including answering participant questions, providing notification of plan changes, and presenting information at participant meetings.
4. Assists communicating plan-related information to the Commission and to the state legislature including supporting the testimony process and preparing financial impact statements.

5. Coordinates benefits administration activities with consultants and actuaries; analyzes recommendations and verifies costs.
6. May conduct medical and life insurance plan board of trustees meetings including preparing materials, scheduling meetings, planning agendas; assists in educating members on industry developments and conducting new board member training and education.
7. Assists ensuring compliance with plan legal requirements; prepares and files required legal reports.
8. Performs supervisory responsibilities in a manner consistent with the Department's Affirmative Action Program.
9. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.