



Benefits and Risk Manager

Recruitment # 360-1

This recruitment has been reopened for additional applications and will remain open until filled. If you have submitted an application for this position, you need not reapply.

Salary: \$5,352.53 - \$7,177.73 mo

**Marion County
Business Services Department**

INTRODUCTION



Marion County is recruiting for the position of Benefits and Risk Manager. Do you have the necessary skills to successfully walk the tightrope between effective risk management and customer satisfaction? Do you have strong analytical abilities, balanced with a charming personality?

Do you enjoy looking at issues from all angles, working with others to come up with a strategy and then using your highly polished persuasive skills to implement your plan? If so, you might be the one we're looking for!

THE IDEAL CANDIDATE

The successful candidate will have a thorough knowledge of employee benefits and risk management, including: pertinent federal and state regulations, filing and compliance requirements both adopted and pending affecting employee benefit programs, including ERISA, COBRA, FMLA, ADA, SECTION 125, Medicare, COBRA, and Social Security and DOL requirements; benefits contract language; and principles of benefit plan administration necessary to effectively manage employee benefits.

Candidates will also have a working knowledge of: principles and practices of insurance and risk management; property, liability, and workers' compensation insured and self-insured programs; techniques of claims investigation, administration and resolution; and principles and practices of public administration, including budget administration and personnel management.

The finalist will also have the skills and ability to: develop strategic plans, establish goals and policies, measure and report progress; develop, implement, and evaluate programs; communicate effectively both orally and in writing; effectively provide leadership, manage, train, and evaluate staff; facilitate problem solving; perform research and analyze data and make decisions relating to employee benefits; negotiate and monitor contracts; establish and maintain cooperative working relationships with individuals from diverse groups and backgrounds, whether members of the public, elected officials or co-workers; and serve as liaison and facilitator.

Minimum Requirements:

1. Bachelor's degree from a college or university with major course work in public or business administration, social sciences, or a related field; AND
 2. Five (5) years of progressively responsible experience in employee benefits, or a closely related field, two (2) of which were in a supervisory capacity; OR
 3. Any satisfactory equivalent combination of education, training or experience relevant to the position.
- ◆ **Preference points will be awarded to candidates possessing a Certified Employee Benefits Specialist (CEBS) designation, an Associate in Risk Management (ARM) or a Certificate in Risk Management (CRM).** In order to receive points, certification(s) must be listed in the Certifications Section of the application form.

Necessary Additional Qualifications:

- ◆ Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services.
- ◆ Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
- ◆ Note: Marion County does not pay for relocation or travel expenses related to the interview/selection process.

THE POSITION

The Benefits and Risk Manager is responsible for the strategic direction and administration of Marion County benefit programs including medical, dental, flexible benefits, employee assistance, life insurance, disability benefits, and retirement programs. The incumbent administers the county's insured and self-insured programs for general and auto liability, property employee benefits and workers compensation programs.

Typical Duties:

- ◆ Provides professional assistance to all county departments. Collaborating and consulting with county departments to integrate best practices into county operations. Develops goals and objectives for assigned programs. Evaluates performance and effectiveness of services, projects and programs and takes action for improvement as necessary. Ensures compliance with state and federal laws and regulations, ensures compilation of required record keeping. Designated HIPAA compliance contact for clients and consumers of county services outside of the Health Department.
- ◆ Plans and prepares regular program communications. Prepares, reviews and presents reports and recommendations to the Board of Commissioners, elected officials and departments heads. Development of program related training. Reviews contracts for compliance with county requirements and makes recommendations. Negotiates and secures county's insurance coverage; provides information for underwriting insurance coverage; reports losses to carriers and provides carriers with information on the current status of losses.
- ◆ Represent Marion County at meetings and events. Attends meetings and events at various times and locations including activities that may occur outside the normal workday. Effectively communicate with county personnel and the public in person, via telephone, written communication and e-mail.
- ◆ Exhibits leadership to staff, creating an environment in which employees are focused on producing quality results and a positive experience for the customer. Promotes professional and courteous behavior with a creative approach to problem solving. Encourages cooperative team efforts among staff and with other county departments. Selects, supervises, trains, evaluates and disciplines professional and technical staff. Coordinates schedules and assigns projects to personnel. Serves as an active member of county teams, such as Business Services Management Team, Core Team, etc.

THE DEPARTMENT

The Business Services Department mission is to provide a core foundation of business practices and consultation to help support Marion County departments. Business Services employs 57.5 FTE; has a 2012-2013 budget of \$6,434,698, and is managed by the Business Services Director. The department has four programs including Administration, Facilities Management, Human Resources, and Risk Management. For further information about our Business Services Department, go to <http://www.co.marion.or.us/bs/>

SUPPLEMENTAL QUESTIONS

As part of the application process, candidates will be required to answer the following supplemental questions:

1. As the Benefits and Risk Manager you must make decisions for groups who do not report to you, and then build support for those decisions. What methods do you use to make decisions? How do you go about building support for your decisions?
2. Many of the employees in employee benefits and risk management have significant longevity with limited opportunities for pay increases. What is your approach to keeping employees engaged and motivated? Give an example of how you have motivated your employees.
3. The Benefits and Risk Manager must develop organizational strategies based on health care utilization data, loss ratios and trending. Describe a time when you participated in developing a departmental or organizational business strategy based on an analysis of such data. What was your role? How did you approach it? What was the outcome?

COMPENSATION AND BENEFITS

Marion County offers a quality compensation and benefits program. Initial salary is dependent upon the qualifications and experience of the selected candidate. Existing employees pursuing this position should contact their department representative or Human Resources to obtain information regarding the pay structure that will apply to them.

Benefits Include:

(For more complete information, go to <http://www.co.marion.or.us/BS/Risk/ManagersBenefits.htm>)

Insurance coverage:

- ◆ Medical and dental plans covering employees and dependents with low or no employee premium share
- ◆ Employer-paid basic life insurance
- ◆ Accidental death and dismemberment plans

Annual paid leave:

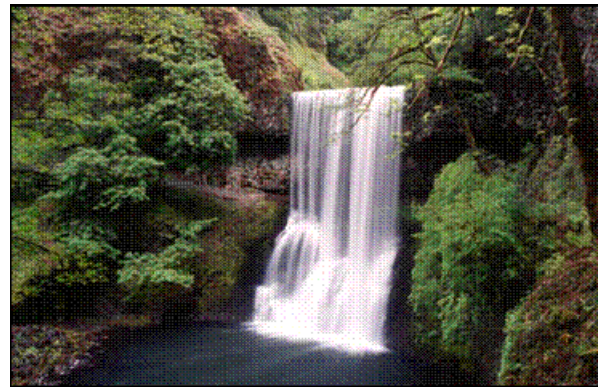
- ◆ 12 vacation days
- ◆ 12 sick leave days
- ◆ 9 holidays
- ◆ 2 personal holidays

Retirement benefits:

- ◆ Employer-paid participation in the Oregon Public Service Retirement Plan (OPSRP)
- ◆ 2.5% monthly employer contribution to a 401(k) plan
- ◆ Oregon Savings Growth plan option
- ◆ (457) deferred compensation plan option

THE COMMUNITY AND THE COUNTY

Marion County, Oregon, is a growing community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The county covers 1,194 square miles and has a population of approximately 302,135. There are 20 incorporated cities and 37 unincorporated communities in Marion County. Salem, the county seat and the state capital, is one of the valley's oldest cities and the third largest city in Oregon. The principal industries are agriculture, government, food processing, lumber, manufacturing, education, and tourism. Marion County has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 30-mile radius.



A three-person, elected Board of Commissioners and a Chief Administrative Officer govern Marion County. The county employs 1,550 full-time, part-time, and temporary employees, many of whom are represented by one of the five bargaining units. Marion County government provides community services and resources, including property assessment and tax collection, children and family resources, elections, licensing and recording, justice courts, district attorney's office for criminal prosecution, support enforcement, and victims assistance, public and behavioral health, housing, juvenile programs, public works programs, jail, and law enforcement services.

HOW TO APPLY

To submit an online application for this position, go to: <http://agency.governmentjobs.com/marion/default.cfm>.

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call Katherine Thompson at (503) 566-3949 or e-mail kthompson@co.marion.or.us.

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. **To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**