

**BENEFITS MANAGER**  
**OFFICE OF HUMAN RESOURCES, PASTORAL CENTER**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Human Resources Office serves and supports all levels of ministry within the Diocese of San Bernardino by developing processes and procedures that balance employer requirements and human needs with Gospel values, diocesan policy and employment law in a proactive manner. This is demonstrated by proper administration of all benefits, relevant and fair recruiting practices, promulgation of safe environment policies, integrative management development processes, preventive employment practices and timely response to workplace justice issues. Effective support and guidance to all ministry areas contributes to an environment in which each person in ministry can follow their calling in service to the Church.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Manage and administer all employee benefits programs including retirement programs, medical, dental, and vision programs; supplemental insurance programs and healthcare savings account, including Retired Priest Programs.
- Install approved new plans and changes by preparing announcement materials, booklets, and other media for communicating new/changed information to employees.
- Oversee the annual benefits open enrollments, including preparing and distribution of materials to employees.
- Attend various meetings on insurance plans; including, insurance renewals and pension board meetings.
- Resource for all employees regarding benefits programs. Advise and counsel employees as necessary.
- Assure compliance with the provisions of the Affordable Care Act (ACA) and HIPPA Compliance.
- Ensure that all employees hours worked are tracked and reported accurately and accordingly to the government.
- Responsible for auditing payroll deductions for health insurance premiums, insurance bills and payment for accuracy.
- Audit and reconcile semi-monthly and monthly bills for all benefit plans. Prepare check requests for payment of all insurance plan premiums.
- Responsible for inputting employee payroll deductions accurately and timely input into the payroll system.
- In collaboration with Director, review and analyze changes to State and Federal laws pertaining to employee health benefits programs.
- Conduct presentations at various meetings. Assist in organizing and hosting of employee's Annual Health and Wellness Fair.
- Address benefits inquiries and complaints to ensure quick, equitable, courteous resolution.
- Supervise and oversee benefits enrollment processes. Ensure all benefits records are maintained confidentially.
- Other duties as assigned.

**QUALIFICATION GUIDELINES**

- Must have a minimum of 4years' experience in same or similar position. High School/GED plus college degree, Bachelor's preferred or an equivalent of education and work experience.
- Must be knowledgeable and have strong understanding of benefits administration, ACA compliance requirements and HIPPA regulations. Must have ability to research and stay up-to-date with benefits laws and regulations as they change.
- Bi-lingual/bi-literate English/Spanish is required.
- Must have knowledge, understanding and experience in basic accounting and have effective ability to file alpha/numerically.
- Must have problem resolution skills and ability to respond to health insurance related questions.
- Excellent presentation skills, public speaking experience and effective phone skills including ability to answer questions over the phone, in person and in written format is required.
- Must have verbal interactive communication and people skills and have ability to work in a pro-active environment.
- Excellent computer skills including Microsoft Word, Excel, Publishers, ADP (Vantage desired), internet, and ability to operate various office machines including: copier, fax machine, etc. is required.
- Must have ability to accurately input insurance premium withholdings into the payroll system.
- Possess excellent judgment skills, organizational skills and have ability to show extensive attention to details.
- Must be able to handle and manage stressful situations. Have ability to comprehend, understand and explain simple, semi-complex processes and procedures in a clear, concise manner and have ability to work in a multi-cultural environment.
- Effective ability to offer creative approaches to problem solving utilizing "out of the box" ideas and solutions, highly desired.
- Must have current California drivers' license and ability to travel local and some overnight stays.
- Must comply with all applicable Organization, Department and Office policies and procedures and with all applicable security and safety policies and procedures.

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 20 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

**Interested candidates, please forward your resume and salary requirements to:**

Attention: Virginia Turner, Senior Director of Human Resources  
Diocese of San Bernardino, 1201 E. Highland Ave., San Bernardino, CA 92404  
Email: vturner@sbdiocese.org or fax to: 909-475-5189

**The Diocese of San Bernardino is an Equal Opportunity Employer**