

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:

1. Manage and administers employee benefits programs such as retirement plans, medical, dental, vision, and supplemental insurance coverage and health savings account; and Retired Priest Programs.
2. Installs approved new plans and changes. Prepare announcement material, booklets, and other media for communicating new plans/changes to eligible employees.
3. Responsible for preparing Annual Benefits Open Enrollment Materials and mailings to all benefits eligible employees.
4. Participates in new hire orientations, new teachers orientations and new priests orientations, presenting benefit information.
5. Revises and reissues all communications benefits materials, as necessary.
6. Advises and counsels management and employees on existing benefits.
7. Assures compliance with provisions of Affordable Care Act Reporting, HIPPA Compliance
8. Responsible for overseeing benefits audit ensuring that payroll deductions and enrollments are accurate.
9. Address claim issues with carrier representative.
10. Administer Leaves of Absence program, including ensuring State and Federal compliance of all mandated leaves, and leave covered under Diocesan policy, including designation of a leave in accordance to governmental regulations.
11. Administer Worker's Comp. claims, including participating in claims review meetings.
12. Compose letters of notification to employees as appropriate. Send follow-up notifications, as necessary.
13. Attend benefits meeting, including annual Trustees' meeting.
14. Member of Lay Employee Pension Board and Safety Team.
15. In collaboration with Office Director, reviews and analyzes changes to State and federal laws pertaining to employee health benefits programs.
16. Address benefits inquiries and complaints to ensure quick, equitable, courteous resolution.
17. Organize and host employee's annual health and wellness event.
18. Supervise and oversees benefits enrollment processes, including maintenance of enrollments, and record keeping of all benefit related documents.
19. Other duties as assigned.

QUALIFICATION GUIDELINES:

1. A minimum of 5 years' hands-on experience as a Benefits Manager.
2. Bi-lingual/bi-literate English and Spanish required.
3. Must have ability to understand and be able to administer complex benefits programs.
4. Must be knowledgeable and have strong understanding of benefits/health plan terminology and HIPPA requirements.
5. Bachelor's Degree preferred. Will consider equivalent of education and work experience.
6. Must know basic accounting.
7. Must have ability to research and keep up to date with benefits laws and regulations as they change.
8. Must have problem resolution skills and be able to respond to health insurance related questions.
9. Must have excellent presentation skills and public speaking experience.
10. Must have effective phone skills including ability to answer questions over the phone, and in person as well as effective written, verbal, interactive communication, and people skills.
11. Must have ability to work in a pro-active environment.
12. Must have excellent computer skills including Microsoft Word, Excel, Publishers, PowerPoint, ADP, internet, and ability to operate various office machines including copier, fax machine, etc.
13. Must have effective ability to file alpha/numerically.
14. Must possess excellent judgment skill.
15. Must have excellent organizational skills, extensive attention to detail, and the ability to manage stressful situations.
16. Must have ability to comprehend and explain simple, semi-complex processes or procedures in a clear, concise manner.
17. Effective ability to offer creative approaches to problem solving utilizing "out of the box" ideas and solutions is required.
18. Comply with all applicable Organization, Department and Office policies and procedures.
19. Comply with all applicable security and safety policies and procedures.
20. Must have ability to work in a multi-cultural environment.
21. Must have current California drivers' license.
22. Must have ability to travel locally as required; overnight travel may be required.

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 15 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: David Acosta
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404
Email: employment@sbdiocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.