



Position Summary

The Chief, Employee Benefits manages the administration of the City's health & welfare benefits program for 13,000 active employees and 22,000 retirees and their dependents. Additionally, the Chief, Employee Benefits ensures that all plans are administered according to the terms and conditions of the City's contracts. Plans include medical plans, dental plans, basic & optional life insurance, and prescription drug options (including City operated Medicare EGWP + Wrap program for Medicare eligible retirees, vision, flexible spending accounts, arrears billing, and COBRA benefits). Financial expertise is essential as the Chief, Employee Benefits develops outcome-based budgeting metrics and tracking with an annual budget of over \$321 million and monitors prescription rebates and discounts in excess of \$20 million annually.

Essential Duties and Responsibilities

- Provide oversight for a staff of 15 employees giving daily direction, review and approval on work in the Benefits Division and serving as a resource to the staff.
- Responsible for overall planning and direction of benefits projects (including the City's Annual Open Enrollment, benefits software implementation and maintenance, new and ongoing plan administration).
- Enhance and manage the existing employee wellness program including the implementation of health promotion and protection strategies.
- Manage and process requests for proposals, audits, and the annual Benefits Guide.
- Review and approve all expenditure authorizations and financial transactions originated in the Employee Benefits Division (military leave, unemployment, MAPS reimbursement program, refunds, and deposits).
- Approve all calculations for annual employee and retiree health care contributions.
- Prepare Outcome Budgeting templates and performance metric tracking for Service 771 Benefits. Verify that rates are correctly loaded into the online system.
- Approve and track all Change Controls to the online benefits administration system.
- Maintain vendor relationships with the City's health care carriers.
- Work with the Department of Purchasing and third party vendors to solicit competitive bids on the City's benefits programs, evaluate proposals, implement new programs, and draft employee communications.
- Rebidding Process
 - Developing scopes of work and consultation for actuarial
 - Make recommendations for plan designs (carve ins)
 - Rate negotiations
- Provide information on cost impact to the Bureau of Budgets.
- Work with vendors to resolve account management issues.

- Analyze benefits utilization trends, cost, and risk factors.
- Establish and maintain professional relationships with agency HR officers, elected officials, the labor commissioner, unions, employees, and retirees.
- Participate in labor/management, Health Insurance Committee (HIC) meetings.
- Attend Baltimore Benefits Commission meetings as requested.
- Prepare and deliver presentations on benefits as needed.
- Monitor compliance with IRS Section 125, HIPAA, GINA, ERISA, PPACA, and similar applicable laws.
- Maintain working knowledge of benefits laws.
- Support the Director of Human Resources as required.

Personal Attributes

Must be a strong leader with superb communication and negotiation skills. Position is highly visible. Must have the ability to establish and maintain effective working relationships with the City's senior management and other city officials and associates: City Council, elected officials, labor unions, financial, and law contacts. Effective presentation skills are essential to communicate with employees, retirees, and dependents who participate in the City's plans.

Education & Experience

- Bachelor's Degree in Human Resources Management or related field (Master's preferred)
- Certified Employee Benefits Specialist (CEBS)
- Five to seven (5 – 7) years of experience as a Benefits Manager with comparable organization in size and scope of benefit program to the City of Baltimore.
- Knowledge of public sector.

How to Apply

Salary negotiable and commensurate with experience and qualifications. Qualified applicants are encouraged to apply. Submission requirements: Resume and letter of interest including salary history and requirements to Director of Human Resources at talent.masters@baltimorecity.gov. Candidate finalist must successfully pass a criminal background investigation check and drug/alcohol screenings. No phone calls, please.

EOE/M/F/D/V