



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0557

**BENEFIT PROGRAM DIVISION MANAGER
PUBLIC EMPLOYEES RETIREMENT SYSTEM
GRADE P**

SCOPE OF WORK:

Work involves managing and administering one of the Employee Benefit Program divisions within the ND Public Employees Retirement System (PERS): Group Insurance Plans or Group Retirement Plans. These positions perform work activities within the policies established by the PERS Board and report to the Chief Operating Officer and the PERS Board on issues concerning the administration of the Division's programs and related services.

DUTIES PERFORMED:

- Manage and administer the group insurance or group retirement programs.
- Direct and supervise staff and program activities relative to planning, researching, developing, coordinating, implementing, interpreting, monitoring, and evaluating the Division's programs and services.
- Develop annual, long-range, and staff performance goals and objectives for the Division within the strategic planning process including research, development, implementation, and evaluation of the plan.
- Participate with the management team in developing the PERS strategic plan and goals and objectives.
- Develop, administer, and monitor the biennial budget for the Division; assist in the formulation of the PERS budget.
- Review, interpret, implement, and comply with state and federal laws, rules and regulations which govern the Division; research, develop, implement, monitor, evaluate, interpret, and enforce policies, procedures, and administrative rules necessary to administer the programs.
- Assist PERS Board, interest groups, members, and legislative committees in planning, developing, writing, enacting, and implementing legislation concerning Division programs.
- Direct and manage the member information program, services and call-center; supervise, coordinate, and evaluate activities related to informational and training programs, education services, and information materials and publications.
- Supervise and monitor the performance of provider companies, claims administrators, consultants, and vendors to ensure compliance with contracts, plan documents, and state and federal laws.
- Monitor federal initiatives and requirements affecting Division programs; prepare action plans for compliance and coordinate activities with PERS staff, consultants, and legal counsel.

-
- Review plan documents and administrative rules and advise Board regarding proposed modifications or compliance issues.
 - Review, research, and adjudicate complaints regarding benefit claims on behalf of members.
 - Coordinate program planning activities; monitor and integrate activities and services with organizational goals and objectives.
 - Represent PERS at legislative and committee hearings or other state or local forums.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration, human resource management or a closely related field and five years of work experience in the management and administration of employee benefits programs that included supervisory responsibilities. Or a bachelor's degree in another field and seven years of work experience in the management and administration of employee benefits programs that included supervisory responsibilities.

Eff. Date: 8/93

Rev: 5/97 – Rewritten to current format

Rev: 8/99 – Changed title, scope, duties, minimum qualifications, and grade

Rev: 5/01 – Combined 4248, Benefits Div Mgr (PERS), and 0557, Retirement Div Mgr (PERS); changed scope, duties, and grade

Rev: 7/12 – Conversion to Hay System

Rev: 10/18 – Changed scope, duties, minimum qualifications and grade.