



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 0557

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**BENEFIT PROGRAMS DIVISION MANAGER  
PUBLIC EMPLOYEES RETIREMENT SYSTEM  
GRADE R**

**SCOPE OF WORK:**

Work involves managing and administering the group insurance programs, retirement programs, employee assistance programs, and flex comp program within the Benefits Division; managing the Member Services Unit; planning and coordinating the agency's public information activities; and directing the human resource function for the North Dakota Public Employees Retirement System (PERS). The individual performs work activities within the policies established by the PERS Board and reports to the Executive Director of PERS 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 programs, which include the health and life insurance plans, dental and vision plans, long-term care plan, employee assistance programs, and the flex comp program which includes the health and dependent care accounts.
- Manage and administer the group retirement programs which include the defined benefit programs, defined contribution program, deferred compensation program, retiree health insurance credit program, and prior service 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 and rules 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.

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- Direct and manage the member information program and services; 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, plans, 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 health, dental, and flexcomp claims on behalf of members.
  - Direct PERS human resource function including maintaining and monitoring the performance evaluation system, evaluating and updating Position Information Questionnaires and job descriptions, coordinating recruitment efforts, and serving as Americans with Disabilities Act (ADA) Coordinator.
  - Coordinate 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.
  - Represent Executive Director in his/her absence.

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, three years must have included supervisory responsibilities. Or a bachelor's degree and seven years of work experience in the management and administration of employee benefits programs, three years of which must have 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