

# COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0769  
Job Title: Employee Benefits Manager  
Salary Grade: 23  
Bureau: Finance  
Department: Risk Management  
Dept. Budget No. 008  
Position I.D. # 1000975  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Manages the development, implementation and administration of the employer-sponsored benefit programs for Cook County employees. This includes health, pharmacy, dental, vision, life insurance, flexible spending accounts, unemployment compensation as well as various voluntary benefit programs. Develops policies and programs designed to keep employees informed about benefit plans and proposed changes including the development of various wellness initiatives and policies to be implemented countywide. Ensures all programs are current with regard to trends, best practices and applicable laws and regulations. Reports directly to the Director of Risk Management and prepares comprehensive reports for the benefit programs to be used for budgetary purposes, union negotiations and contract management.

### **Key Responsibilities and Duties**

Responsible for assessing needs, long range goals and planning, evaluating cost containment opportunities, ensuring regulatory compliance.

Responsible for the development of various policies and programs including wellness initiatives for County employees.

Participates in the development of the design and strategy for benefits, and responsible for the implementation and administration of any new or revised benefit plans/programs.

Prepares Requests for Proposals for benefit programs and manages vendor relationships; coordinates timely and appropriate vendor payments.

Negotiates appropriate coverage, services and costs with carriers for annual renewals and implementation of new programs.

Manages or assists with audits; assists with developing budgets and other related activities.

**Knowledge, Skills and Abilities**

Benefit administration experience including solid design, strategy and implementation experience, preferably within a large organization and unionized environment.

Ability to supervise, guide, and direct staff as needed.

Excellent vendor management skills are a must.

Strong project management skills.

Must be a flexible team player with the ability to interact on all levels and to work on complex problems solving benefit issues.

Ability to apply analytical skills for review of costs relative to benefits administration.

Advanced knowledge of personal computers and software applications (Word, Excel, PowerPoint).

Effective verbal and written communication skills.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience administering employer sponsored health plans for a large employer and working with benefit administration **OR**, equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's Degree in Business Management or Human Resources.

Five (5) years' experience administering employer sponsored health plans for a large employer.

Experience implementing various wellness initiatives, programs and policies.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**