



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: **Employee Benefits Manager**
SUPERVISOR: **Human Resources Director**
LOCATION: **William Wildcat Tribal Building**
POST DATE: **August 22, 2018**
CLOSING DATE: **Open until filled**

General Description: The primary responsibility of this position is to administer all facets of the Tribal benefit plans including function as a lead position for plan development for employee benefits and employee insurance. Successful candidate must possess excellent communication and data analysis skills.

Qualifications. Bachelor degree required. Five years of employee benefit related experience is required. Must have the ability to interpret and understand benefit policies.

Salary: \$25.00-30.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description

A. TITLE OF POSITION: Employee Benefits Manager

B. DEPARTMENT: Human Resources

C. SUPERVISOR'S TITLE: Human Resources Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to administer and develop all facets of Tribal Health and Wellness benefit plans. Specific responsibilities include but are not limited to:

1. Design, evaluate and modify Tribal Health and Wellness benefit plans to ensure plans are current, competitive, and in compliance with applicable legal requirements.
2. Research and formulate Tribal healthcare plan policies and procedures to assure optimum healthcare coverage for all Tribal programs, including but not limited to medical and dental plans.
3. Study legislation to assess Tribal healthcare coverage trends and future Tribal plan direction.
4. Work as the lead member of the Employee Health Benefits Committee to ensure the employee Health and Wellness program is cost effective, efficient and professional.
5. Use data and cost analyses to compare Tribal H&W plans to assure best market value. Report to Tribal Council on a regularly scheduled basis to update H&W coverage projections and trends.
6. Administer, direct, and review employee benefit department.
7. Manage employee benefit department to provide mediation between benefits providers, consultants and employees and direct in handling employee benefits-related questions or suggestions.
8. Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employee benefits
9. Provide communication within the workplace for all employees that are a part of the employee benefits program.
10. Develop an effective incentive program to encourage employees to participate in wellness efforts.
11. Track wellness efforts and behavior changes of employees as it relates to cost savings under Health and Wellness plans.
12. Direct preparation and distribution of written and verbal information to inform Tribal employees of benefit policies.
13. Identify and implement benefits to increase the quality of life for employees by working with brokers and researching benefits issues.
14. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent sensitive contact with employees and staff of all levels.
2. **External:** Contact with advisory consultants and various outside clients

- F. SUPERVISORY RESPONSIBILITIES:** Benefit Department Employees
- G. SUPERVISION RECEIVED:** Direct supervision from the Human Resources Director and Employee Health Benefits Committee.
- H. EDUCATION:** Bachelor Degree is required.
- I. EXPERIENCE:** Five years' experience in Employee Health Insurance and benefits programs required.
- J. SKILLS:** The Benefits Manager must exhibit a willingness to develop the knowledge and understanding of insurance and employee benefit terminology, HIPPA laws and confidentiality requirements, health insurance plans and coverages, Affordable Care Act, Indian Health Services and Contract Health Services. Must be reliable, able to maintain confidentiality and possess good written, oral and organizational skills.
- K. WORKING ENVIRONMENT:** Office Setting
1. **Work Conditions:** The majority of responsibilities are performed in a normal office environment.
 2. **Exposure to Hazards:** No exposure to hazards.
 3. **Physical Requirements:** Standing, sitting, walking, bending and some light lifting are required.
- L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Employee Benefit Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, consultants, providers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.
- M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.
- N. SIGNATURE:**

Tribal Administrator **Date**

Health Director **Date**

HR Director **Date**

Employee **Date**