

HUMAN RESOURCES BENEFITS MANAGER

Basic Purpose:

Positions in this job are responsible for coordinating and administering Human Resources functions including retirement, workers' compensation, insurance, and deferred compensation.

Typical Functions:

- Responsible for planning, developing, and managing the activities of the Central Personnel Benefits Unit in accordance with department operation procedures, source agency (EBC, OPERS, OSEEGIB) rules and guidelines, and state statute. Serves as a subject matter expert and provides training and guidance to agency employees and managers in matters pertaining to benefits programs.
- Responsible for the interpretation and application of laws, rules, and regulations pertaining to benefits programs; monitors proposed and enacted changes in laws, rules, and regulations. Assists in the annual review and revision of all operating procedures (OPs) affecting the unit's operations and activities.
- Coordinates the department-wide annual insurance option period activities within established deadlines and EBC guidelines. Ensures that appropriate work flow processes are implemented to provide effective and efficient services agency-wide. Coordinates benefits administration activities with other central and field personnel units, as appropriate.
- Manages the administrative activities of the Central Personnel Workers' Compensation function. Ensures that employee records/files are properly maintained, the electronic database of workers' compensation information is current and that accurate and timely reports are submitted to the central and field Personnel units, as appropriate. Advises management, field personnel and employees on return-to-work issues, including disability accommodations, vocational retraining, social security and the state disability plan.
- Provides agency employees with accurate and timely information concerning retirement options, benefits, and eligibility requirements. Conducts informational seminars for employees considering retirement, including scheduling expert speakers from other state or federal agencies. Researches available payroll and leave records to transition employees from hazardous duty retirement to standard retirement.

Oklahoma Department of Corrections
Unclassified Job Descriptor

HUMAN RESOURCES BENEFITS MANAGER

- Provides agency employees with accurate and timely information concerning the state's deferred compensation program (SoonerSave).

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of personnel management and administration; of federal and state laws, rules, and regulations and their application to personnel management. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to interpret, analyze and resolve highly complex and technical information; to communicate effectively both orally and in writing; to establish and maintain effective working relationships, to organize and manage several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and four (4) years of professional level experience in human resources management or development; or an equivalent combination of education and experience.