

The City of Austin is seeking: Benefits Division Manager, Human Resources Department

UNIQUE OPPORTUNITY

The City of Austin is seeking a highly experienced Benefits Division Manager to join the City's diverse and high-functioning Human Resources Department with a track record of broad, high-level leadership and excellent employee relations.

THE CITY

This vibrant and dynamic city tops numerous lists for business, entertainment and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) and is #1 on the "On Numbers Economic Index" as the fastest growing economy.

Austin continues to lead the country with its vision of being the "Most livable City in the country," emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula 1 and being home to companies such as Apple, Samsung, Dell and Seton Healthcare. From the home of state government and the University of Texas, to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health and sustainability.

The City offers a wide range of events, from music concerts, food festivals and sports competitions to museum displays, exhibits and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers and lakes -- Austin's temperate climate is ideal for year-round [jogging](#), [cycling](#), [hiking on the City's many trails](#) or swimming at [Barton Springs](#) or one of the area's many other swimming holes. There are a number of excellent [golf courses](#) in the area as well as excellent opportunities for [rowing](#), [kayaking](#), canoeing, camping, [rock climbing](#), [disk golf](#), [mountain biking](#), [fishing](#) and more. Austin has something for everyone.

CITY GOVERNMENT

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the City-Manager form of government. The Austin City Council City has recently completed a transition to a 10-1 structure whereby the Council is elected from 10 single member districts, with the Mayor at large. The Mayor and Council Members may serve in their respective seats for a maximum of six years or two consecutive terms.

The City Council appoints the City Manager who is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner. The City Manager's resolve is to make it the most livable and best-managed city in the country.

To learn more about the electrifying City of Austin go to: www.austintexas.gov

THE HUMAN RESOURCES DEPARTMENT

The City of Austin Human Resources Department (HR) seeks to engage, attract, develop, support and retain the best workforce in the country to serve Austin residents. HR guides and manages employee compensation, benefits, hiring, training and labor relations.

The City has a workforce of approximately 12,000 in more than 20 departments that offer a range of services. HR offers services and assistance to the workforce and community through 18 different divisions and offices, with a staff of 110 employees and a department budget of over \$13M:

- Administration Office
- Americans with Disabilities Act Office (ADA)
- Automation Systems Support Center
- Civil Service
- Benefits
- Compensation
- Equal Employment & Fair Housing Office.
- Employee Relations
- Employment Services
- Financial Services
- Human Resources Management Systems
- Organization Development Administration
- Records Division
- Risk Management
- Quality Assurance Team
- Veterans Services Office
- Wellness Program
- Youth and Family Services/Initiatives Office

THE POSITION

Overview:

This position manages City of Austin benefits for over 12,000 employees and 6,000 retirees and eligible dependents for a total of 32,000 lives. This individual will manage a team of 17 employees and works with the Corporate Financial Analyst in managing budget of over \$200,000,000. The Benefits Division Manager will meet and present to City Council and Management during annual budget process or new contract recommendations and renewals.

Purpose:

Working independently or with limited direction, organize and manage the Benefits function for the City's Human Resources Department, including supervision of one or more consultants as well as professional and support employees. Confers with upper management in the selection and implementation of human resources programs and initiatives.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Analyze employee and business needs for City Benefits programs and develop short and long range plans and to meet those needs
2. Communicate benefits information to management and others as needed
3. Plan, organize, direct, and control Benefits activities
4. Develop and monitor the Benefits budget
5. Assign job duties and monitor task completion
6. Develop and revise standard operating procedures
7. Develop and evaluate plans, criteria, etc. for a variety of benefits projects, programs, and plans
8. Monitor contracts and contractors to ensure compliance with contractual obligations
9. Attend meetings representing Benefits and the Human Resources Department
10. Investigate and respond to complaints from managers and other employees
11. Prepare and review reports as part of the process of monitoring and communicating Benefits performance results
12. Recommend major purchases and expenditures
13. Perform the duties of subordinates when necessary

Responsibilities - Supervisor and/or Leadership Exercised:

Directly manage three (3) or more employees classified in organizational development and training jobs or who are primarily performing organizational development and training activities.

Perform personnel management duties, as follows:

- Hire employees
- Recommend termination when necessary
- Perform disciplinary actions when required
- Administer Success Strategy Performance Reviews (SSPR's)
- Conduct employee evaluations
- Establish expectations and counsel employees on their performance
- Train or arrange for training of employees as applicable
- Utilize available methods of reward and recognition whenever possible
- Monitor attendance, approve timesheets and requests for time off

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable processes, techniques, and methods

Knowledge of Federal, State, and Local laws and ordinances governing personnel and benefits practices

Knowledge of and skill in supervisory and managerial techniques and principles

Knowledge of budgeting methods and systems

Skill in oral and written communications

Skill in handling hostile, conflict, and uncertain situations

Skill in handling multiple tasks and prioritizing

Ability to work with frequent interruptions and changes in priorities

Skill in using computers and human resources related software applications

Skill in data analysis and problem solving

Skill in planning and organizing

Ability to train others

Ability to quickly recognize and analyze irregular events

Minimum Qualifications:

Bachelor's degree in a related field, plus six (6) years of Benefits experience, at least two (2) of which were in a supervisory capacity.

One (1) additional year of benefits experience may substitute for one (1) year of the required education up to a maximum of four (4) years substitution.

The Ideal Candidate:

The ideal candidate will have the following experience:

- Self-Funded medical plan experience
- Management of \$100,000,000+ Medical Plan
- Experience managing political subdivision benefits
- Ability to present benefits to all levels
- Experience in developing and evaluating Request for Proposals
- Experience in Retiree medical plans
- Experience in Affordable Care Act required reporting and regulations
- Valid Texas Class C Driver License