

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 2/7/20

Response Deadline: 2/17/20*
(*resumes accepted until position is filled)

Agency: Butler County Commissioners	Job Title: Benefits and Risk Manager
Classified <input type="checkbox"/> Unclassified X	Bargaining Unit Yes <input type="checkbox"/> No X
Overtime Exempt Yes X No <input type="checkbox"/>	Salary: \$58,676.80 - \$85,072.00
Work Location: 315 High Street, Hamilton, OH	Hours of Work: M-F 8a – 5p

Essential Functions:

- Group Health, Dental, Employee Assistance Program (EAP), and Life Insurance – Oversees activities related to Butler County’s group insurance plans (e.g., medical/Rx, dental, EAP, and life); evaluates requests for proposals for the selection of consultants and third-party administrators (TPA); works with the Auditor’s Office, consultant, TPAs and other stakeholders to resolve issues; recommends plan design changes; monitors plan performances, tracks costs, reviews check registers, benchmarks data, and other data and reports results; plans and conducts open enrollment meetings; recommends plan and eligibility options for the upcoming year; presents recommendations to the Board of County Commissioners; and chairs the Butler County Health and Wellness Committee.
- Workers’ Compensation -- Under direction of the HR Director, this position manages all County agency workers’ compensation claims and reports, beginning with receipt of an initial report of injury, and continuing through the injury investigation and information gathering stages, leading to the county’s initial internal decision to agree to or object to the employee’s right to participate in the workers compensation system, which is initially made by this position and communicated to the bureau; gathers, shares, and evaluates information with the County’s third-party administrator for use in bureau administrative hearings and attends hearings as required; monitors and oversees the ongoing activity of both the third-party administrator and the managed care organization (MCO), which handles the medical side of claims, and continues to monitor employee’s recovery and return to work and follow up care or the employee’s permanent or partial disability due to injury; initiates the initial administrative evaluation and decision whether to accept or dispute a claim and all necessary follow up from temporary total disability status through recovery and return to work or permanent or partial employee disability and possible financial settlement of such claims; exercises judgment in order to prevent large claim losses that could develop into extensive legal proceedings; develops and updates county policies and procedures for claimants and supervisors countywide, communicates regularly with representatives from BWC, TPA and MCO as well as department directors/offices under the Commissioners’ appointing authority and other elected officials and boards to explain and interpret rules and policies pertaining to claim decisions and costs; and prepares and monitors annual workers’ compensation fund budget.
- Property and Casualty Insurance -- Oversees activities related to Butler County’s property and casualty insurer; initiates claim processing, evaluates requests for proposals for the selection of consultants and insurance providers; works with broker, insurer and other stakeholders to resolve issues; recommends plan design changes; monitors plan performances, tracks costs, reviews loss runs, benchmarks data, and other data and reports results; recommends plan options for the upcoming year; and presents recommendations to the Board of County Commissioners.

- Projects -- As requested by the HR Director, performs special projects, conducts research, assists with gathering information for various human resources topics; and develops, updates, and interprets HR policies and procedures countywide.
- Health and Wellness -- Directs Wellness Coordinator in support of health and wellness activities; and meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Unemployment -- Administers unemployment claims and records for Board of Commissioners' departments including receiving initial separated employee claim for unemployment benefits, investigating and gathering necessary information from the employing department as to the grounds for separation, and making the initial and subsequent decisions whether or not to dispute entitlement to unemployment compensation.
- Policy -- Develops, updates and interprets comprehensive and compliant Personnel Policy Manual for those departments under the Commissioners' Appointing Authority.
- Supervision -- Supervises assigned personnel activities and determines work policy and standards of performance; determines need for new staff members, interviews applicants and makes recommendations for the hiring of new employees, initiates actions for the termination of employees, disciplines subordinates when necessary; updates and trains staff; reviews, approves, or denies employees requests for leave; completes performance evaluations of subordinates' work; meets with subordinates regarding any grievances; and assigns duties to workers.

Required Qualifications:

- Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or related field; and
- Four (4) years experience in benefits and risk management, especially in the area of self-insured plans; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume To:

(please indicate Job Title in Cover Letter)

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

Or by email to: resumes@butlercountyohio.org
(please indicate Job Title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER