



Office of Human Resources  
HR Benefits and Wellness Director - CA2985

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### General Statement of Duties

Leads the development and administration of the City's Benefits and Wellness programs. Makes recommendations to Directors and/or committees for modifications, generates approval, and implements changes. Manages the development, design, implementation, communication, and the legal compliance of all benefit programs.

### Distinguishing Characteristics

There are three general management classes (Manager, Director, and Executive) and specific individual management classes. The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused.

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director position is operationally and/or functionally focused as well as strategically focused.

The Executive is the highest level of management class in the city other than appointees or elected officials. An Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. An Executive position is strategically focused.

The Benefits and Wellness Director class is distinguished from the Executive Director of the Office of Human Resources that directs a comprehensive, city-wide Human Resources Office by establishing a multi-year vision and strategic plan for the organization while ensuring alignment with the city's broader organizational and human resources goals and objectives and ensures the organization accomplishes annual goals and initiatives.

### Essential Duties

Analyzes all City-sponsored health insurance benefits for civilian, sheriff and police groups, including, medical, dental, vision, life, disability, spending accounts, transit passes and other supplemental benefits. Includes evaluating the usage, services, coverage, effectiveness, cost, plan experience and competitive trends at least quarterly.

Designs, recommends, and implements new benefits programs.

Manages and supports plan changes through the political approval process.

Develops funding budget for City benefits and takes the benefit-funding ordinance through the political approval process (separate from plan design).

Meets with City leaders as necessary to resolve questions or complaints regarding the funding ordinance.

Manages the annual open enrollment process.

Manages the development, design, implementation, communication and the legal compliance of all benefit programs, and resolves employee enrollment or dependent benefit issues.

Recommends, develops, implements, maintains and quantifies results of long-term and short-term City wellness strategy for employees. Develops budget and manages vendors.

Ensures legal compliance for all benefit plans by partnering with and coordinating services of City's legal department and external benefit broker to ensure adherence to current regulations, state and federal laws.

Ensures timely, accurate and complete federal reporting on Form 1095-C Employer-Provided Health Insurance Offer and Coverage, as required by the Affordable Care Act for each employee and dependent, and confirms delivery of employee notices.

Manages staff, determines staffing needs, selects, hires, acculturates, coaches, develops, and evaluates staff.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and maintains effective relationships with external vendors, benefit providers and benefit brokers.

Sits on and advises the Employee Health Insurance Committee (EHIC), Salary Redirection Committee and the Transportation Committee of the City Council.

Acts as subject matter expert for Denver's collective bargaining teams for all three negotiated collective bargaining agreements: Denver Police agreement, Denver Fire agreement and Denver Sheriff's agreement.

Provides leadership and representation to various City employee benefit programs, boards, committees and teams.

Serves as a member of the Senior HR Leadership team.

Manages budgets.

Handles staff workspace and equipment needs/issues.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

Knowledge of benefits administration and federal, state and local employment regulations.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skill in creating and managing budgets.

Skill in effectively managing multiple vendors.

### Level of Supervision Exercised

Directs a human resources division by supervising managers, supervisors, and may supervise individual contributors.

### Education Requirement

Bachelor's Degree in Business Administration, Human Resources, or a related field.

### Experience Requirement

Ten (10) years of professional level human resources experience including five (5) years managing a human resources function.

### Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

None

### Working Environment

Subject to long, irregular hours.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to varying and unpredictable situations.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Sitting: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Written Comprehension: Ability to discern the meaning of written words.

### Background Check Requirement

Criminal Check  
Education Check  
Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** EX-17  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:** 11/27/2022  
**Revised By:** BM  
**Class History:** 2/24/19: Updated Minimum Quals and other minor spec edits.  
11/27/2022 - Revised pay grade as a result of CN1746.