

# Missouri Department of Transportation

Code: R04115

Title: Employee Benefits Manager

Exemption Status: Exempt

Grade: 17

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## Job Description

**Effective Date** 03-01-2008

**Replaces  
(Effective Date)**

**General Summary** The employee benefits manager is responsible for management and implementation of medical and life insurance plans for department employees. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Benefits Administration, Business Administration, or related field.  
Missouri State Insurance Producer's License must be obtained within one year of assuming the job.  
Six years of experience in accounting or benefits administration.

**Supervisory  
Responsibilities** Full Supervision

**Location** Central Office - Risk and Benefits Management

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide, overnight travel.

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## Examples of Work

- (1) Assists in analyzing and reporting on medical and life insurance plan performance; implements plan metrics and benchmarks performance against peer and state plans.
- (2) Assists in overseeing vendor performance including vendor management, performance assessment, evaluation, and medical and life insurance plan change recommendations.
- (3) Communicates plan information to participants including answering participant questions, providing notification of plan changes and presenting information at participant meetings.
- (4) Assists the director in communicating plan-related information to the Commission and to the state legislature including aiding during testimony and preparing financial impact statements.
- (5) Coordinates benefits administration activities with consultants and actuaries; analyzes recommendations and verifies costs.
- (6) In Director's absence may conduct medical and life insurance plan board of trustees meetings including preparing materials, scheduling meetings, planning agendas; assists in educating members on industry developments and conducting new board member training and education.

- (7) Assists in ensuring compliance with plan legal requirements; prepares and files all required legal reports.
- (8) Performs supervisory responsibilities in a manner consistent with the Department's Affirmative Action Program.
- (9) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**