

Missouri Department of Transportation

Code: R04755

Title: Assistant to the Chief Administrative Officer -
Employee Health and Wellness

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 06-01-2019

Replaces
(Effective Date)

General Summary The assistant to the chief administrative officer - employee health and wellness is responsible for management and implementation of medical and life insurance plans for department employees and retirees, and ensuring employees are fit for duty. Responsibilities are performed under general supervision.

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

Supervisory Responsibilities Full Supervision

Location Central Office - Employee Health and Wellness

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

Examples of Work

- (1) Provides overall leadership to the department as it relates to employee health and wellness.
- (2) Oversees, assesses, analyzes, and reports medical and life insurance plan performance; implements plan metrics and benchmarks performance against peer and state plans; manages vendor performance.
- (3) Communicates plan-related information to the Commission, participants, and the state legislature including testifying, preparing financial impact statements, and providing notification of any plan changes.
- (4) Conducts medical and life insurance plan board of trustees meetings including preparing materials, scheduling meetings, and planning agendas; educates members on industry developments and conducts new board member training and education.
- (5) Ensures compliance with plan legal requirements; prepares and files required legal reports.
- (6) Provides leadership and management of the department's workers' compensation program.

- (7) Oversees the drug and alcohol testing programs and pre-employment/post offer physical programs; evaluates and identifies changes to network providers for these programs, as needed.
- (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.