

**SACRAMENT 16.76 Tm 9S.6( CD)-7MY6.71ME exempt**

**WORK YEAR:** 12 Months

**SALARY:** Range 11  
Salary Schedule A

agement **CABINET APPROVAL:**  
**HR APPROVAL:**

09-05-23

08-31-23

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**BASIC FUNCTION:**

Plan, organize, control, and direct the District's employee health and dental benefits programs and worker's compensation and Wellness Program.; review and analyze the District's current position for compliance; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown health and dental benefits programs and worker's compensation and Wellness Program make required develop new procedures as needed to comply with the California Education Code, multiple bargaining unit district policies, and federal and state regulations. E**

Employee benefit programs including, health, dental, vision, worker's compensation and Wellness Program.

With insurance company representatives, District insurance brokers, third party administrators and District at renewals, plan changes and workers' compensation settlement authority; resolve benefit, workers' issues and evaluation of claims activity. E

For ensuring employee health benefit plans, retiree benefit plans, worker's compensation, and Wellness

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**KNOWLEDGE AND ABILITIES:**

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