

United States Postal Service

External Publication for Job Posting 82800934

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Labor Relations

Job Posting Period

12/15/2014 - 12/19/2014

Job Title

DIR BENEFITS & WELLNESS

Facility Location

USPS HEADQUARTERS
475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004

Position Information

TITLE: MANAGER HEALTH BENEFITS & WELLNESS

GRADE: S - 01

FLSA DESIGNATION: Exempt

OCCUPATION CODE: 0201-0274

NON-SCHEDULED DAYS: SATURDAY/SUNDAY

HOURS: 8:00 - 5:00

SALARY RANGE: Based on previous experience and fair market value

FINANCE NUMBER: 102332

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Manages and directs the development, implementation, and administration of health & life insurance, and wellness benefits programs for the Postal Service. Designs and coordinates implementation efforts with key stakeholders including but not limited to Human Resources, Compensation, Finance, Legal, Communications, Labor, Information Technology and

Operations. Identifies best practices and benchmarks the effectiveness of USPS health and wellness programs.

DUTIES AND RESPONSIBILITIES

1. Strategically plans the design, development and implementation of benefit plans, policies and practices to meet current and future needs of employees. Recommends program structure, plan and cost-sharing changes and implements plan improvements. Manages self-administered USPS health insurance plan and administers health plans offered by a variety of carriers and providers through Federal Employees Health Benefits programs.
2. Develops and implements benefits communication plans and activities to educate and inform employees of new and modified benefit program plans and values to them. Directs open enrollment strategies, communications and events.
3. Strategically plans and coordinates the development and implementation of business information systems changes affected by new and changing employee benefit plans and policies. Assembles cross-functional teams and coordinates efforts for plan integration while fostering collaboration and buy-in among stakeholders. Oversees testing procedures to ensure system/project deliverables meet defined requirements. Ensures project plans are executed in a timely manner which meets milestones.
4. Oversees benefits plans and monitors claims administration to ensure claims payment within plan limits and guidelines. Authorizes plan expenditures and oversees the review and resolution of claim disputes. Acts as advocate for employees with benefit vendors and administrators.
5. Identifies cost savings opportunities and champions wellness programs, devising and employing strategic program components and initiatives. Leads benefits and wellness trend analysis and strategy development.
6. Manages the analysis of labor contracts and develops and implements benefits policies, programs, and procedures to ensure compliance. Reviews and analyzes union proposals on health insurance and other benefits programs. Prepares management proposals on new or revised insurance and other benefits activities.
7. Manages the analysis of federal laws, regulations, and orders concerning benefits to determine their impact on existing programs and procedures; the development of revisions to ensure compliance with the new requirements; and the analysis and evaluation of proposed legislation affecting postal employees and the preparation of related postal position papers.
8. Monitors new and existing laws and regulations to keep informed of changes which may impact USPS health benefits programs. Provides technical guidance and interpretation regarding policy, position and implementation strategy to internal and external stakeholders. Advises management of proposed or pending changes in laws and regulations and their potential impact and follows through with recommendations for modified program designs.
9. Manages a team of professionals engaged in health & life insurance, and wellness benefits programs implementation and administration. Oversees and coordinates the activities of unit employees and employees assigned on a project basis.

SUPERVISION

Director, Compensation & Benefits

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

Bachelor's of Science(Health Science/Health Management/Health Education/Physiology)

Certification through International Foundation of Employee Benefits Plans (IFEDP) desirable.

Ten (10) years of progressive, relevant education, training, and/or experience in managing employee health benefits and wellness program designs and administration, which includes 3 – 5 years of supervisory experience providing strategic vision, operational leadership, accountability, support, and development to professional staff members.

REQUIREMENTS

1. Knowledge of principles, practices and administration of employee compensation and benefits programs and applicable federal, state and local laws and regulations.
2. Knowledge of principles, practices, methods and techniques of benefit program design and administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan record keeping.

3. Knowledge of employee benefits related information systems terminology, software applications, and use.
4. Knowledge of accepted industry project planning and project management techniques.
5. Ability to plan and coordinate large scale national benefit program activities, including developing policies, objectives, and action plans and establishing timelines and coordinating implementation efforts with other functional areas.
6. Ability to analyze legislation and regulations for their impact on Postal Service benefits programs and to recommend compliance action.
7. Ability to analyze program costs, performance and effectiveness and develop and present reports to stakeholders which include graphical presentations of data and research findings.
8. Ability to design and execute large and ongoing communications campaigns to educate and inform employees about their health benefits.
9. Ability to communicate effectively, both orally and in writing, with internal and external stakeholders and cross functional project teams to convey requirements, facilitate planning, provide project direction, feedback and status reports and ensure project plans are clearly understood.
10. Ability to manage a small team of professionals engaged in new benefit program implementation and administration and coordinate contractor efforts while maintaining effective working relationships with healthcare vendors and representatives.

This is a two-step application process requiring you to create a profile and submit an application for the position you are applying for.

You will receive two email confirmations:

1. An email confirming your profile is complete.
2. After submitting your application you will receive a second email confirming your application has been successfully submitted.

For additional information, please contact Jason Dees at Talent@usps.gov

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.