

POSITION PROFILE
EMPLOYEE BENEFITS MANAGER
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

April 2023

POSITION PROFILE

POSITION: Employee Benefits Manager

DEPARTMENT: Risk Management

REPORTS TO: Director of Risk Management

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

The Bureau of Finance seeks an Employee Benefits Manager to manage the development, implementation, and administration of the employer-sponsored benefits programs – including health, pharmacy, dental, vision, life insurance, flexible spending accounts, unemployment compensation, and voluntary benefit programs – for Cook County Employees. This position ensures all programs are current with regard to trends, best practices, and applicable laws and regulations.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

**YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.**



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

ROLE SUMMARY

Manages the development, implementation and administration of the employer-sponsored benefit programs for Cook County employees. This includes health, pharmacy, dental, vision, life insurance, flexible spending accounts, unemployment compensation as well as various voluntary benefit programs. Develops policies and programs designed to keep employees informed about benefit plans and proposed changes including the development of various wellness initiatives and policies to be implemented countywide. Ensures all programs are current with regard to trends, best practices and applicable laws and regulations. Reports directly to the Director of Risk Management and prepares comprehensive reports for the benefit programs to be used for budgetary purposes, union negotiations and contract management.

KEY RESPONSIBILITIES AND DUTIES:

Responsible for assessing needs, long range goals and planning, evaluating cost containment opportunities, ensuring regulatory compliance.

Responsible for the development of various policies and programs including wellness initiatives for County employees.

Participates in the development of the design and strategy for benefits, and responsible for the implementation and administration of any new or revised benefit plans/programs.

Prepares Requests for Proposals for benefit programs and manages vendor relationships; coordinates timely and appropriate vendor payments.

Negotiates appropriate coverage, services and costs with carriers for annual renewals and implementation of new programs.

Manages or assists with audits; assists with developing budgets and other related activities.

KNOWLEDGE, SKILLS AND ABILITIES:

Benefit administration experience including solid design, strategy and implementation experience, preferably within a large organization and unionized environment.

Ability to supervise, guide, and direct staff as needed.

Excellent vendor management skills are a must

Strong project management skills.

Must be a flexible team player with the ability to interact on all levels and to work on complex problems solving benefit issues.

Ability to apply analytical skills for review of costs relative to benefits administration.

Advanced knowledge of personal computers and software applications (Word, Excel, PowerPoint).

Effective verbal and written communication skills.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree, PLUS a minimum of three (3) years' experience administering employer sponsored health plans for a large employer and working with benefit administration **OR**, equivalent combination of professional work experience, training and education.

PREFERRED QUALIFICATIONS:

Master's Degree in Business Management or Human Resources.

Five (5) years' experience administering employer sponsored health plans for a large employer.

Experience implementing various wellness initiatives, programs and policies.

PHYSICAL REQUIREMENTS:

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

EMPLOYMENT TERMS

POST OFFER TESTING: This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

COVID-19 VACCINATION POLICY: Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

RESIDENCY REQUIREMENT: Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.