

**EUTF ADMINISTRATOR/EXECUTIVE DIRECTOR  
CURRENT LABOR MARKET COMPARISON**

<b>JOB TITLE</b>	<b>HEALTH FUND ADMINISTRATOR</b>	<b>EMPLOYEE BENEFITS MANAGER</b>
<b>JOB DUTIES</b>	State of Hawaii, Civil Service  Administers programs established under HPEHF and serves as executive secretary to Board of Trustees; promotes and maintains the various employees' health and insurance programs.	Daher & Associates Insurance, TX  Manage employee benefits for national (NYSE) company with over 20,000 employees nationwide.
<b>QUALIFICATIONS</b>	Bachelor's degree and coursework in accounting or bookkeeping which may have been gained through high school curriculum, technical school, or college/university coursework. Substitutions allowed for bachelor's degree.  3 yrs of progressively responsible administrative, professional, and/or technical experience which included analytical work and public contact.  1 yr experience requiring familiarity of fundamental principles and common practices of health and/or life insurance.  2 yrs. supervisory experience and 1 yrs. administrative experience.	BS or BA required. CEBS desirable.  5 or more years managing employee benefits for a large corporation with over 12,000 (minimum) employees.  Experience and knowledge in all areas of benefits.  Hands-on manager with strong technical skills and knowledge in all areas of employee benefits. Strong knowledge of the various insurance carriers and insurance market place.  Ability to research and keep up with insurance market trends and prices. negotiate coverages with insurance brokers at renewal. Manage and lead support staff.
<b>SALARY OFFERED</b>	\$61,920 - \$84,696	\$65,000 - \$75,000

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<b>JOB TITLE</b>	<b>BENEFITS MANAGER</b>	<b>MANAGER, GROUP BENEFITS, HEALTH &amp; WELFARE</b>
<b>JOB DUTIES</b>	<p>Interland, GA (E-commerce)</p> <p>Design, plan, and implement corporate benefits, policies, and procedures as well as stock administration. Manages a group of benefit analysts. The person will work closely with all employees, all levels of management and several outside service providers.</p>	<p>Fortune 100 company, TX</p>
<b>QUALIFICATONS</b>	<p>Bachelor degree in Human Resources, Business or related filed.</p> <p>5-8 yrs. of progressive experience designing, funding and managing employee benefit plans.</p> <p>Board knowledge of business practices and experiences in several specialized areas of HR and prior management experience.</p> <p>Strong analytical financial, communication, and planning skills.</p> <p>CEBS desirable.</p>	<p>7 yrs. experience at the management or senior level overseeing and administering day to day company wide health and welfare benefit plans.</p> <p>Solid skills in design, training and communications of nation-wide managed care programs. Must have performed these duties for over 30,000 employees at multiple sites.</p> <p>Must have thorough knowledge of managed care program design, cost structure and administration. Bachelor's degree required, MBA desirable.</p>
<b>SALARY OFFERED</b>	\$60,000 - \$75,000	\$70,000 - \$85,000

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<b>JOB DUTIES</b>	<p>Burlington Northern Santa Fe Railway, TX</p> <p>Primary responsibility for compliance &amp; assist with plan design &amp; strategy for all employee benefits plans.</p> <ul style="list-style-type: none"> <li>• Monitor law changes &amp; recommend related plan design changes</li> <li>• Plan &amp; perform audits of external vendors for contract &amp; plan document compliance</li> <li>• Monitor compliance of business practices to plan documents &amp; procedures</li> <li>• Coordinate with legal &amp; vendor managers to ensure contracts &amp; plan documents are current</li> <li>• Coordinate benefit claim process</li> <li>• Update &amp; distribute mandatory plan communications</li> <li>• Liaison with external &amp; gov't auditors</li> <li>• Oversee required gov't reporting</li> </ul>	<p>Dallas, TX</p> <p>Primary responsibilities include meeting primary client needs (on-site) in such areas as:</p> <ul style="list-style-type: none"> <li>• consulting &amp; technical advice on complex, financially oriented issues</li> <li>• assist &amp; co-manage financial projects as premium rate renewal negotiations &amp; benefit studies</li> <li>• provide assistance w/medical plan design &amp; valuations, flex design &amp; pricing &amp; financial modeling, utilization &amp; experience analysis, cost &amp; budget projections, vendor review &amp; selection</li> <li>• create project work plans &amp; monitor timelines &amp; budgets</li> <li>• interact with client on a daily basis.</li> </ul>
<b>QUALIFICATONS</b>	<p>Bachelor's degree.</p> <p>5 - 10 yrs. employee benefit plan administration in a large company.</p> <p>Demonstrated knowledge &amp; ability to present proposals to executive level. Prefer 1-3 supervisory experience.</p> <p>Self-starter with ability to manage multiple priorities in complex environment.</p>	<p>Bachelor's degree. Benefits certification such as CEBS preferred.</p> <p>5+ yrs. of broad benefits management experience.</p> <p>In-dept understand of health &amp; welfare plan design &amp; administration.</p> <p>Excellent communication &amp; interpersonal skills.</p> <p>Demonstrable ability to solve complex problems &amp; proven project management experience.</p> <p>Proficiency in Microsoft Office required.</p>
<b>SALARY OFFERED</b>	<p>\$64,000 - \$105,000.</p> <p>Bonus opportunity based on salary band &amp; company performance.</p>	<p>\$40,000 - \$70,000</p>

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<b>JOB TITLE</b>	<b>BENEFIT PLAN ADMINISTRATOR</b>	<b>TAFT-HARTLEY BENEFITS FUND ADMINISTRATOR</b>
<b>JOB DUTIES</b>	<p>IATSE, Local 667/669 Health &amp; Welfare Trust Fund, Toronto, ON</p> <p>Responsible for the administration, maintenance &amp; communication of the benefit plan member information &amp; the trust fund financial information for a 1,200 member, \$4 million fund. Will lead the redesign of the administration procedures, policies, and computer systems.</p>	<p>Washington, DC</p> <p>A family of Taft-Hartley benefit funds is seeking a Fund Administrator. The funds provide benefits to employees in the construction industry in the DC metropolitan area. Position is a chief executive officer role and is accountable directly to the Boards of Trustees for the efficient operation of the three major and two minor benefit programs.</p>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Solid knowledge of employee benefit plans.</li> <li>• Experience as a benefit plan administrator.</li> <li>• Detailed and accurate with sound computer skills.</li> <li>• Good communicator and empathetic to diverse memberships' needs.</li> <li>• Team player but able to lead initiatives and work independently.</li> <li>• Bookkeeping or accounting knowledge and skills.</li> </ul>	<p>Bachelor's degree preferred. Post-graduate studies a plus. Experience may be substituted for education.</p> <p>10 – 15 yrs experience with collectively bargained and/or jointly administered benefits plans</p> <p>5 yrs senior-level management experience inclu. direct involvement with executive-level decision makers, &amp; contact with outside financial, legal &amp; actuarial professional advisors, and service providers.</p> <p>Experience with automated claims processing &amp; benefit administration systems.</p> <p>Competencies:</p> <ul style="list-style-type: none"> <li>• Leader w/ability to act w/high degree of autonomy &amp; able to anticipate issues &amp; present alternatives to the Boards of Trustees</li> <li>• Business acumen w/exceptional analytical skills &amp; ability to interpret financial &amp; operating info</li> <li>• Manager w/ability to hire, develop, coach &amp; motivate managers &amp; support staff in areas of technical operations &amp; employee benefit administration</li> <li>• Effective communicator w/high level of written and oral communication skills</li> <li>• Exceptional interpersonal skills</li> <li>• Persuasive w/ability to establish &amp; articulate clear objectives</li> <li>• Highly organized w/ability to motivate others to be organized</li> </ul>
<b>SALARY OFFERED</b>	<p>Attractive salary &amp; benefits commensurate w/qualifications &amp; experience.</p>	<p>Attractive salary &amp; benefits commensurate w/qualifications and experience.</p>