



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 25, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 10, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton at 217/782-5594.

TM IV

Benefits Manager  
Bureau of Personnel Management  
Office of Finance & Administration  
Springfield

Attachments  
41015

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134 ) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Tuesday, May 10, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary Range:</b>	<b>\$5,015 - \$9,155</b>
<b>Position Title:</b>	<b>Benefits Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-40-303-41-01</b>	<b>IPR#:</b>	<b>41015</b>

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### Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Personnel Management/2300 S. Dirksen Parkway, Springfield, IL

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### Description Of Duties:

This position is responsible for the administration of benefit programs, including group insurance, deferred compensation and retirement system activities.

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### Special Qualifications:

#### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business, economics, statistics, sociology, public finance and public administration
- Five years' experience in public or business administration, research, statistics, public finance or accounting activities or any equivalent combination of experience and training
- Working knowledge of management techniques and modern organizational concepts
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan, organize and execute administrative program requirements
- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	November 3, 2015	<b>POSITION:</b>	Benefits Manager
<b>APPROVED BY:</b>	<u>Jan Nelson</u>	<b>OFFICE/DIVISION:</b>	Finance & Administration/Bureau of Personnel Management
<b>CODE:</b>	PW414-23-40-303-41-01	<b>REPORTS TO:</b>	Payroll & Benefits Unit Manager

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**Position Purpose**

This position is responsible for the administration of benefit programs, including group insurance, deferred compensation and retirement system activities.

**Dimensions**

Total departmental employees                      5,200 +/-

**Nature and Scope**

This position reports to the Payroll and Benefits Unit Manager as does the Payroll Supervisor. Reporting to this position is the Benefits Administrator.

This position operates within a service environment and provides personnel support to employees and management department-wide in regard to benefits. These benefits encompass a variety of health insurance carriers, providers of dental, vision and life insurance benefits and flexible spending programs for medical and dependent care expenses, and commuter savings (CSP). The incumbent must remain abreast of both DCMS group insurance policy changes as well as insurance issues on the state and national levels to respond to inquiries throughout the Department regarding benefits and procedures. In addition, the position must keep informed of the Deferred Compensation program administered by Central Management Services. As department Retirement Coordinator, the incumbent must stay informed of changes that the State Employees' Retirement System may implement.

Typical problems faced by this position involve maintaining familiarity with a diverse range of policies that relate to group insurance plans, flexible spending benefits and the deferred compensation plan. The greatest challenge is to provide consistent interpretations of procedures to departmental administrators on each of the programs so that payroll deductions, benefits and problems are addressed in the most expeditious manner.

The incumbent serves as group insurance representative for departmental staff by interpreting, administering and implementing all policies of the Group Insurance Act. S/He provides direction to division/office/district insurance representatives with respect to appropriate procedures and serves as bureau insurance representative. This position disseminates information, both directly and indirectly through group insurance representatives, to departmental employees regarding health benefits. The incumbent also disseminates all insurance policy changes as dictated by DCMS. This position approves transactions regarding all facets of insurance (health, life, dental, dependent, DCAP, MCAP, and CSP) as requested by employees. This position maintains the accuracy of a variety of databases which requires the management of accurate payroll deductions and adjustments; membership information for departmental employees/dependents; and reconciliation of discrepancies between payroll and membership databases. As Department Coordinator of the deferred compensation plan, the incumbent ensures that information is provided to all department deferred compensation liaisons. S/He also disseminates information to all department retirement coordinators on issues affecting them.

S/He assists the Payroll and Benefits Manager with special projects and on his/her behalf attends meetings with various state agencies regarding benefit programs.

Responsibilities are accomplished with the assistance of the Benefits Administrator who performs a variety of administrative duties related to the support of the group insurance program and serves as the department deferred compensation program coordinator.

This position is constrained by all IDOT and DCMS policies and procedures including the Group Insurance Manual and Handbook, Life Insurance handbook, the annual Benefit Choice Brochures, the Deferred Compensation Handbook and the State Employees' Retirement System Coordinator handbook. The incumbent has wide latitude to accomplish responsibilities and refers sensitive issues to the unit manager with recommendations for resolution. In the absence of the Payroll & Benefits Manager and the Payroll Supervisor, s/he manages the operations of the Payroll & Benefits Unit.

The incumbent maintains contact with departmental insurance representatives, deferred compensation liaisons, and retirement coordinators regarding benefits, policies and procedures. S/He also responds to general inquiries from all departmental employees regarding insurance and retirement benefits. Externally, s/he maintains contact with DCMS, the State Employees' Retirement System, the Deferred Compensation Division, insurance companies and health maintenance organizations in the performance of accountabilities.

The effectiveness of this position can be measured by the incumbent's ability to expeditiously disseminate information and to consistently interpret and communicate policies and procedures for the Department's benefit programs.

**Principal Accountabilities:**

1. Serves as group insurance representative for departmental staff by interpreting, administering and implementing all policies of the Group Insurance Act. Disseminates information and policy changes to departmental employees regarding health, dental, life and vision benefits.
2. Provides direction to division/office/district insurance representatives with respect to appropriate procedures. Approves transactions regarding all facets of insurance as requested.
3. Maintains the accuracy of a variety of databases requiring the management of accurate payroll deductions and adjustments; membership information; and reconciliation of discrepancies between payroll and membership databases.
4. Serves as the Deferred Compensation department coordinator. Ensures that information and policy changes are disseminated to departmental employees regarding the program options available.
5. Assists the Payroll & Benefit Unit Manager with special projects and on his/her behalf attends meetings with various state agencies regarding benefit programs.
6. Performs other duties as assigned.
7. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. Ensures compliance with departmental safety rules.