

Company Profile:

Western & Southern Financial Group, a Fortune 500 company, is a dynamic family of diversified financial services companies that provides life insurance, annuities, mutual funds, retirement planning and investment products and services to help millions of consumers nationwide to plan and protect their financial futures. With more than 5,000 associates and more than 50,000 individuals in our selling group, Western & Southern Financial Group offers consumers and businesses the financial products and services they require to meet their insurance needs and investment goals. Having reached more in excess of \$42 billion in assets owned, managed and under our care, we are leveraging our industry leading financial strength to fuel our growth through strategic acquisitions, increases in our current product revenue stream and expansion into new distribution channels and businesses. Western and Southern Financial Group provides a host of benefits that include medical, dental, life, pension, 401K, free fitness facility, on-site cafeteria, and generously subsidized parking. Western & Southern promotes a stable, fulfilling and challenging environment with an emphasis on excellence and continued career development.

Job title: Assistant Vice President & Director, Benefits**Summary of Responsibilities:**

Provides leadership and direction in the planning and administration of healthcare benefits plans for the Company. Fosters a collaborative and service-oriented approach to benefits management creating a customer service-based model with seamless integration between Benefits and the Corporate and Field Human Resources Departments. Works closely with HR business partners and senior management to ensure benefit programs meet business needs. Provides consulting services and conducts special studies and projects and completes technical analysis to support benefits planning activities. Stays abreast on legislation affecting associate healthcare benefits and makes recommendations and implements procedures to meet compliance. Works with minimal supervision and is responsible to make an established range of decisions, escalating to manager when necessary and updates manager on a regular basis.

Position Responsibilities:

- Designs, develops and implements healthcare benefits plans strategies for all associates.
- Directs the administration of all associate healthcare benefits programs in a fair and consistent manner according to plan provisions for the benefit of all associates.
- Ensures all aspects of benefit administration comply with federal and state regulations. Reviews proposed associate benefits legislation and ensures prompt and accurate compliance.
- Keeps abreast of the latest developments in the area of healthcare benefits to ensure our benefit programs remain competitive and are managed in a cost-effective manner.
- Ensures development and administration of high-quality, cost-effective and competitive healthcare benefit programs. Recommends changes to plan design to help contain expenses, improve services and comply with legislative changes.
- Skillfully handles problem cases and complaints. Communicates both verbally and in written form with active and retired associates and outside medical and legal professionals.

- Negotiates contracts and discounts with suppliers of services used by the healthcare benefit plans.
- Provides development guidance and assists in the identification, implementation and maintenance of the Benefits Department's privacy policies. Ensures compliance with privacy policies and consistent application of sanctions for failure to comply with the privacy policies and practices.
- Assists in the analysis of healthcare benefits issues for acquisitions, divestitures and closures to provide a smooth transition for associates and minimize the liability to the Company.
- Recruits, hires, trains and develops staff. Provides direction to and development of associates through daily coaching, the administration of the Performance Management Program and the creation and implementation of development plans.
- Manages department resources and develops the staff to ensure effective and efficient processes and exceptional customer service.
- Maintains healthcare claims and administrative costs within established budget.
- Utilizes technology to most effectively achieve business results.

Selection Criteria:

- Extensive knowledge of and experience in the design, development and administration of healthcare employee benefit programs.
- Thorough working knowledge of ERISA and Section 125 plans. Knowledge of all legal compliance requirements and regulations such as IRS, COBRA and DOL as they pertain to healthcare benefit administration.
- Working knowledge of FAS 106 and experience with Benefit Plan audits.
- Working knowledge of medical and dental terminology, coordination of benefits, Medicare and subrogation.
- Experience interpreting healthcare plan provisions and government regulations and willingness to accept responsibility for decisions relative to plan administration.
- Demonstrated experience identifying and resolving problems where independent decision-making and self-initiative were demonstrated. Must cite examples of strong negotiating skills and creative problem-solving techniques used to resolve problems.
- Strong customer focus, attention to detail and work ethic with proven track record of exercising sound judgment.
- Demonstrated experience maintaining a calm and professional demeanor when handling demanding situations.
- Proven experience coordinating multiple projects/assignments simultaneously and completing assigned tasks accurately and on a timely basis. Must demonstrate a strong attention to detail with excellent organization skills. Expected to cite examples of organization and time management/methods used to manage or prioritize workload demands. Must demonstrate project management experience in planning, executing and maintaining a project from start to finish.
- Proven strong analytical skills including demonstrated experience identifying and quantifying problems and providing effective resolutions.
- Demonstrated experience and leadership skills providing direction to, guiding, influencing and motivating individuals and teams in situations associated with high

volumes of work and/or customer demands. Must possess strong coaching and effective feedback skills.

- Possesses and displays excellent verbal and written communication skills with proven ability to convey information to internal and external customers in a clear, focused and concise manner.

Educational Requirements:

- Bachelor's degree in Business, Human Resources, Finance or Mathematics.
- Medical degree a plus.

Computer skills and knowledge of hardware & software required:

- Working knowledge of word processing and spreadsheet applications.

Certifications & licenses:

- Certified Employee Benefits Specialist (CEBS) or Certified Benefits Professional designation.

Position Demands:

- Extended hours required during peak workloads or special projects.

Interested candidates may send a resume to my email address below.

Contact:

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