

DFW AIRPORT BOARD

TITLE: EMPLOYEE BENEFITS MANAGER

GENERAL SUMMARY

Under direction of Assistant Vice President, Human Resources, manages, designs, develops, implements and maintains the Airport's health & welfare benefits, defined contribution, work-life, and employee recognition programs and activities, including medical, dental, life insurance, COBRA, flex spending accounts, and service awards. Serves as the Airport Board's Privacy Officer for the Health Insurance Portability and Accountability Act (HIPAA) to ensure privacy policies are established, maintained and followed. Becomes familiar with the basics of DFW Airport's Environmental Management System & Environmental Policy and implements Best Management & Good Housekeeping Practices.

MINIMUM REQUIREMENTS

- Bachelor's degree or equivalent with significant coursework in human resources, in business or public administration, finance, or related discipline.
- Five (5) or more years of professional-level HR management, administration or consulting experience in health & welfare benefits and defined contribution plans.
- Two (2) or more years in a supervisory capacity.
- Any equivalent combination of education and/or experience may be substituted for the above.
- Possession of a valid driver's license.

DESIRABLE

- Certification in benefits through a recognized organization such as World at Work, Certified Employee Benefits Specialists (CEBS) or Society for Human Resources Management (SHRM).

For a complete description and to apply for this position please visit our website at www.dfwairport.com.