



POSITION National Health Plan Manager (“Manager”)
LOCATION Crystal City, Virginia (Washington, DC area)
REPORTS TO NRLC Director, Employee Benefits (“Director”)

The NRLC is seeking a qualified candidate for the National Health Plan Manager position. The ideal candidate will possess a strong healthcare benefits background with excellent stakeholder management, analytical, communication, and administrative skills.

Primary Duties

The Manager is responsible for the day-to-day operational oversight and administration of seven self-funded and two fully-insured health and welfare plans (the “Plans”). These Plans cover approximately 130,000 unionized employees from over 40 participating railroads through national plan agreements. The Plans provide more than \$2.5 billion in medical, prescription drug, dental, vision, and supplemental sickness benefits.

This candidate is expected to successfully perform the following responsibilities:

- Provide operational oversight for the Plans
- Assist vendors of the Plans with different aspects of benefits administration
- Serve as a primary liaison for day-to-day operations with respect to issues brought to the NRLC’s attention by Plan participants, participating railroads and labor organizations, and plan vendors
- Work directly with the Director to –
 - Provide in-depth analytic support, evaluation, and recommendations for improvements to existing plan benefit designs and programs
 - Assist with the implementation and improvements of benefit programs to deliver competitive and innovative offerings
 - Assist with the development of strategic plans related to maximizing the design and delivery of benefit programs
 - Assist with the development of strategies for collective bargaining
 - Collaborate with participating railroads, participating labor organizations, and plan vendors to develop and deliver communications and education materials, tools, and guidelines to support the Plans
- Identify opportunities to improve internal policies and processes to optimize efficiency, ensure compliance, and provide a high level of stakeholder service
- Monitor contracts with plan vendors and review pending contracts
- Develop and produce various reports and communications for distribution to stakeholders
- Review Requests for Proposal, evaluate responses, and recommend a successful bid
- Review draft Plan documents
- Develop and administer training seminars
- Ensure compliance with applicable federal, state and local laws, regulations, and collective bargaining agreements related to benefits administration
 - Coordinate ERISA audits to ensure compliance and address issues related to current regulations to ensure that audit and applications regulation requirements are met
 - Manage policy development, administration, and record-keeping of the Plans

Education and Experience Requirements

- Bachelor's degree
- 10 years' experience in benefits administration and/or equivalent professional and educational experience
- Knowledge of plan benefit designs, contract language, and service delivery models
- Knowledge of pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits programs, including, but not limited to, ERISA, COBRA, FMLA, ADA, Section 125, FELA, Medicare, OBRA, and Railroad Retirement
- Proven experience in managing complex stakeholder relations in a high performance environment
- Demonstrated data analytic and critical thinking skills
- Experience writing effective targeted communication and making presentations to inform and influence decision makers
- High level of proficiency in Microsoft Office products
- Must be able to work independently and with limited direction to prioritize tasks under narrow time limitations, and appropriately communicate changes and progress
- CEBS/PHR/SPHR or similar certifications are a plus

Key Competencies Required

- Organization & Project Management – The ability to keep track of upcoming, ongoing, and prior work as well as the ability to quickly adjust to shifting priorities and deadlines while juggling multiple and varied projects simultaneously.
- Data Analysis & Critical Thinking – The ability to build and create data, identify trends, and make balanced as well as objective recommendations.
- Collaboration – The ability to initiate, build, and manage cohesive partnerships and professional relationships both internally and externally.
- Communication with Stakeholders – The ability to gear both written and verbal communication towards the target audience with a strong regard for confidentiality as well as the ability to provide exceptional stakeholder service, employ sound reasoning, and make timely decisions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Compensation and Benefits

The salary will be commensurate with the experience level of the person being hired. The position is eligible for cash bonus payments based on the NRLC's discretionary bonus program.

Wages are subject to Railroad Retirement taxes (instead of Social Security). Currently, the Tier 1 tax levels for employers and employees are the same as under Social Security (6.2 percent + 1.45 percent for Medicare); Tier 2 tax levels in 2020 are 4.9 percent for employees and 13.1 percent for employers.

The benefit package is very generous and includes medical, vision, and dental insurance, as well as life insurance and short and long-term disability coverage. A 401(k) Plan is available upon employment with immediate vesting. The NRLC currently matches 100 percent of the first 3 percent of salary deferrals plus 50 percent of the next 2 percent of a participant's contributions. The NRLC also provides a Cash Balance Supplemental Pension Plan, funded by the NRLC, that vests after three years of employment.

NRLC Contact

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About The NRLC

The National Railway Labor Conference (NRLC) is a not-for-profit association that represents member railroads in national (multi-employer) labor negotiations and labor relations matters, including negotiation of collective bargaining agreements, contract administration, arbitration, administration and management of the national railroad health care plan, and appropriate matters before the courts, Congressional committees, and other governmental bodies, and other matters of interest or concern to its members. Membership is open to any railroad within the continental United States. Membership includes all class I freight railroads, as well as smaller carriers.

The NRLC was formed in 1963, growing out of the three separate regional Carriers Conference Committees which had represented the carriers in the Eastern, Western and Southeastern geographical areas. The NRLC was originally headquartered in Chicago, but moved to Washington, D.C. in September 1968 and is now located in Crystal City, Virginia. The staff currently consists of 13 people, almost evenly divided between professional and support staff.

The NRLC is responsible to and under the policy direction of an Executive Board, which consists of Chief Executive Officers of Class I railroads that participate in national bargaining and the Chairman of the NRLC. The Executive Board selects the Chairman of the NRLC, who is the chief executive officer of the NRLC and its spokesman.

The National Carriers' Conference Committee (NCCC) is organized within the NRLC. It consists of the Chairman of the NRLC, who is also the Chairman of the NCCC, and the chief labor relations officers of six Class I railroads that participate in national bargaining (BNSF, CSXT, Canadian National, Kansas City Southern, Norfolk Southern, and Union Pacific). The NCCC is the body that collectively bargains during national negotiations with the 12 national unions representing the Class I's approximately 130,000 employees. The NCCC also represents and acts on behalf of the NRLC member railroads in other matters of national interest or concern.

Essential functions of the NRLC, in addition to supporting national bargaining, are (1) to keep abreast of trends, developments, and changes in industrial and labor relations and the laws pertaining thereto; (2) to collect and compile pertinent statistical economic, legal and other data and information necessary to carry out the functions of the NRLC; and (3) to oversee and manage collectively bargained national benefit plans for unionized railroad personnel.