

**,MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.**

MS-13-25-26

<b>DATE OF POSTING:</b>	March 13, 2026
<b>TERMINATION DATE FOR APPLICATION:</b>	March 26, 2026
<b>POSITION:</b>	Manager – Legal and Compliance
<b>COMPENSATION/BENEFITS:</b>	Grade M9
<b>STAFF RELATIONSHIP:</b>	Responsible to MESSA General Counsel
<b>EMPLOYMENT DATE:</b>	June 1, 2026
<b>SEND APPLICATION, COVER LETTER AND RESUME TO:</b>	Human Resources Department  1350 Kendale Blvd P.O. Box 2573 East Lansing, MI 48826-2573 (517) 337-5454 (fax) jobpostings@mea.org

**POSITION SUMMARY:**

Manage daily activities of staff. Direct the internal and external claims appeal process. Meet with employers to implement new Section 125 plan business and manage the enrollment, eligibility and claims processing. Oversee OFAC compliance, as required by underwriters and federal law. Receive, review and prepare responses to request for proposals. Receive, review and approve or deny claims utilizations report requests. Participate in a committee that develops procedures and policies regarding benefits. Manage subrogation to negotiate settlement of liens for workers' comp and third party cases. Prioritize and assign work, monitor performance and conduct evaluations, ensure staff are trained and follow procedures, make hiring, termination and disciplinary recommendations.

While performing the duties of this job, the employee is regularly required to work in a stationary position, move about the office spaces, operate computers and other office equipment, and communicate effectively with internal and external parties. The employee will occasionally move materials up to 20 pounds.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Manage all steps of the grievance and appeal process. Ensure adherence to the legal obligations of the internal and external claims appeal process, present to the Grievance committee for a final decision.

Maintain the Legal and Compliance appeals database and ensure appropriate appeal documentation.

Oversee the request for proposal process to ensure MESSA is responding to all format requests for proposals submitted pursuant to state law.

Ensure that MESSA is adhering to state law that all requests for claims utilization data is reviewed and compliant with the state law.

Oversee OFAC compliance of MESSA disbursements, as required by underwriters and federal law.

Ensure that all employers who participate in the Section 125 Plan are meeting the eligibility and enrollment criteria set forth. Manage enrollment eligibility and claims payments for the Section 125 Plan.

Participate in the annual audit conducted by the underwriter. Ensures policies, procedures and logs are kept up to date in compliance with CIGNA requirements.

Manage daily activities of the staff.

Implement strategies to meet departmental goals; provide on-going training to staff.

Develop and implement procedures and workflow.

Develop, evaluate and direct staff.

Work collaboratively with directors, medical director and senior management on the Benefits Review Taskforce.

Manage the reporting and processing of all breaches and inadvertent disclosures of protected health information.

Manage paralegal and subrogation staff in the review of medical and disability claims to negotiate settlement of liens for workers' compensation and third party cases.

Report quarterly to the General Counsel on information used to prepare for board reports.

Provide exceptional customer relations to school districts, vendors and members related to the grievance appeals process.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree from a four-year college or university; or two to four years of related experience and/or training; or equivalent combination of education and experience.

Minimum of five years of related experience. Legal background and experience preferred.

Section 125 certification.

Prior management experience preferred.

Knowledge, Skills and Abilities:

- Deal with interpersonal issues among staff.
- Manage workloads.
- Be able to organize and prioritize work in order to ensure that all state and federal laws are in compliant.
- Ability to multi-task.
- Handle urgent matters simultaneously.
- Monitor and resolve complex issues.
- Communicate effectively with people who are distressed.

June 29, 2021