

# **BENEFITS COORDINATOR**



<b>DEPARTMENT:</b>	City Manager
<b>REPORTS TO:</b>	Human Resources Coordinator
<b>DIRECTLY SUPERVISES:</b>	None
<b>BARGAINING UNIT:</b>	Non-union, Confidential Non-exempt Position
<b>DATE APPROVED:</b>	June 23, 2008

## **SUMMARY:**

Conducts new employee benefit enrollments and acts as employee liaison regarding benefits received as a City employee such as medical and life insurance; flexible spending accounts; deferred compensation; retirement; etc. Works independently using discretion and initiative to assist employees and organize activities as required. This is a confidential position and assists Human Resources Coordinator and Environmental, Health, and Safety Coordinator as needed.

## **ESSENTIAL FUNCTIONS OF THE JOB:**

- Conducts new employee benefit enrollment
- Assists employees with questions and concerns regarding current benefits.
- Prepares all pertinent paperwork necessary and inform employees of their rights regarding benefits upon termination
- Work with City Insurance Committee to coordinate meetings and resolve issues regarding benefits
- Coordinates open enrollment periods for the employees
- Coordinate changes to benefits program as needed
- Complete applicable forms to comply with State and Federal requirements regarding benefit activities in a timely manner
- Stays current with Federal and State laws and regulations such as COBRA, FMLA, ERISA, HIPAA
- Administers COBRA, FMLA, and other benefits in compliance with Federal and State regulations
- Maintain information on Equal Employment Opportunities and prepare reports as necessary
- Conduct and/or arrange informational meetings for employees regarding benefits as necessary
- Updates benefit booklets to comply with the current City benefit plans and with governmental regulations

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- Records First Report of Injury notices and submits claims to third party administrator
- Coordinate worker's compensation billings and/or resolve worker's compensation billings issues with providers
- Assists Environmental, Health, and Safety Coordinator as needed with health and safety issues
- Payroll data entry
- Updates forms as appropriate
- Prepares benefit newsletter for employees
- Assists Human Resources Coordinator as needed
- Works with personnel files as necessary
- Performs other related work as required

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***EDUCATION AND EXPERIENCE:***

- High School Graduate or hold certificate of equivalency
- Two year post secondary education in related field is desired
- Minimum one year working experience in personnel, benefits administration, or related field is required

### ***LANGUAGE SKILLS:***

- Ability to prepare reports and correspondence
- Ability to give verbal presentations
- Ability to read and interpret documents and procedural manuals
- Ability to communicate effectively with co-workers and the general public

### ***MATHEMATICAL SKILLS:***

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios, and percentages

***OTHER SKILLS AND ABILITIES:***

- General knowledge of computer operations
- Considerable skill in using Microsoft Word and Excel
- Knowledge of Microsoft Access
- Knowledge of Microsoft PowerPoint
- Good clerical skills
- Ability to review and interpret policies and procedure manuals
- Ability to work independently

**MINIMUM QUALIFICATIONS:**

- High School Graduate or Certificate of Equivalency
- Two year post secondary education in related field is desired
- Minimum one year working experience in personnel, benefits administration, or related field is required

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly sits, talks, or hears, and uses hands to finger, handle or feel; frequently walks; and occasionally stands, stoops, kneels, crouch or crawl.

This employee must occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving parts.

The noise level in the work environment is usually moderate.