



Job Title: Benefits Coordinator
Department: Human Resources
Reports To: Executive Director, Human Resources
FLSA Status: Exempt
Salary Schedule: AA Lane 02

SUMMARY

The Benefits Coordinator performs specialized technical support and administrative duties to WCSD in the areas of employee benefits and insurance utilization financing, wellness incentive programs, time and attendance evaluations, staff training and consultations, and regulatory compliance and budgeting. The Benefits Coordinator also ensures compliance with applicable laws, codes, rules and regulations including Affordable Care Act (ACA) compliance and Americans with Disabilities Act (ADA) compliance; manages the administration of various employee benefit plans and employee leave by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Develops, updates, and presents communications, such as announcements, newsletter articles, meeting materials, administrative procedures, forms, reports or benefits statements. Prepares materials and presents benefit plan changes to employees.

Identifies opportunities, defines problems, and recommends viable solutions with respect to employee benefits.

Assists in the preparation and reconciliation of the budget for all employee benefits programs.

Interfaces with internal and external sources for developing and maintaining statistical data.

Prepares, submits, and evaluates survey data. Evaluates and compares existing or proposed benefits with those of competitors/comparators.

Provides assistance to the HR Executive Director, as requested, utilizing a broad knowledge of institution human resources policies, practices, and procedures and thorough knowledge of the employee benefits.

Maintains thorough knowledge of government legislation and socioeconomic trends related to employee benefits. Informs supervisor of developments and trends that presently or potentially impact areas of responsibility.

Maintains vendor contact to investigate discrepancies and provide information in non-routine situations.

Provides vendors appropriate documentation for life, pension, and disability benefits claims.

Evaluates and compares existing employee benefits with those of other employers by analyzing other plans, surveys, and other sources of information.

Analyzes results of comparison and surveys and develops specific recommendations for review by management.

Analyzes employee utilization of current benefits and develops specific recommendations for review by management for insurance renewal rates and wellness program effectiveness.

Participates in the development of benefit training modules and delivery systems to provide the District with procedural guidance and administrative tools.

Monitors benefits administration to maintain consistency in application, minimize potential liability, and ensure compliance with federal and state legislation.

Provides management support, information, and direction to the District Insurance Committee and the School Insurance Representatives.

Provide benefit and wellness training to new hire employees and employees newly eligible for insurance benefit plans, retirement, and employee leave in New Hire Orientation classes, Tier 2 Utah Retirement Services training, early retirement classes, and wellness seminars.

Monitors and audits benefits and retirement plans, wellness incentives, employee leave and Family Medical Leave Act (FMLA), and Americans with Disabilities Act (ADA) accommodations.

Annually maintains compliance programs for employee benefits including Open Enrollment, Employee Wellness Incentive, insurance contract changes, Medicare Compliance, and Affordable Care Act (ACA).

Maintains effective communication with insurance company representatives regarding claims and litigation.

Performs monthly audits of employer and employee contributions for missed contributions to retirement and benefits due to leave cases with time and attendance reports or system errors. Assists with insurance bill reconciliation, COBRA, ineligibility and eligibility reports, health savings accounts, flex spending accounts, health reimbursement accounts, and all other employee benefits plans.

With the assistance of IT personnel, creates and maintains the setup of benefit codes and definitions in the business system software. Coordinates with appropriate IT personnel to ensure system updates are processed. Communicates with Payroll Manager and IT personnel to ensure state and federal rates and limits, applicable to payroll, are updated annually in software, if applicable.

Maintains school district website for wellness and benefit communication information.

Prepares a wide variety of reports and summaries related to assigned activities. Maintains confidentiality of sensitive and privileged information.

Attends a variety of meetings, conferences and workshops to maintain current knowledge of applicable laws, codes, rules and regulations. Monitors new legislation affecting assigned activities. Prepares and delivers oral presentations as requested.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities over the HR Technician responsible for benefit and leave support.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information to District Administration, the Board of Education, public groups, and/or employees.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university to include specialized experience in benefits management; or a significant amount of specific experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses. Certified Employee Benefit Specialist (CEBS) is highly desirable, see the following link. <http://www.ifebp.org/cebs/usprogram.asp>

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 is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 noise level in the work environment is usually moderate.

Prepared By: Executive Director, Human Resources		Date: 5/10/2005
Approved By: Superintendent		Date: 5/12/2005
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 2/3/2014
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 1/21/2016
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 6/5/2017
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	