Job Title:	Benefits Coordinator	Non-Exempt
Reports to:	Business Director	
Dept./School:	Business Office	

Revised 9/2017

Primary Purpose:

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Knowledge of administration of employee benefits programs
Ability to interpret and disseminate insurance and benefits information to individuals and groups
Effective communication and interpersonal skills
Proficiency in keyboarding and file maintenance
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Ability to problem-solve job-related issues
Knowledge of basic accounting principles

Experience:
Three years experience in benefits administration, insurance administration, or other related field

Major Responsibilities and Duties:

Benefits Administration

1. Administer employee benefit programs such as group health insurance, dental, vision, life, medical reimbursement and all other voluntary products.

2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office.

3. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines. Process all court ordered deductions. Process and verify the accuracy of government guidelines concerning annuities.

4. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.

5. Resolve administrative problems with insurance carrier representatives.

6. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.

7. Assist with coordination of annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms.

8. Maintain statistical data and assist with preparation and reporting relative to the Affordable Care Act (Form 1095).

9. Administer Catastrophic Leave Bank. Conduct yearly enrollment, coordinate claims and setup committee meetings. Maintain records to insure the bank is secured.

Records, Reports, and Correspondence

10. Prepare and verify the calculation of monthly premium statements for all group insurance policies. Run Vendor checks and mail timely.

11. Maintain statistical data relative to premiums and cost and assist with the preparation of reports.

12. Maintain all physical and computerized health insurance records and assist with required data entry.

13. Maintain and distribute insurance forms and supplies to campuses and other district buildings.

14. Assist with preparation of employee handbook.

Other

15. Maintain confidentiality of information.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, calculator, personal computer, printer, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/ Environmental Demands:
Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____