Job Description
Moore Public Schools

Job Title: Benefits Coordinator/Supervisor

Qualifications:

Credentials: None
Education: College degree in field preferred, equivalent certifications or years of experience in field considered. High School diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 3 years of experience in an employee health insurance/benefit/personnel environment. Minimum of 2 years of payroll and account payable/receivable experience preferred. Minimum of 1 year with computer experience using word processing, data bases, electronic spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Must possess excellent written and verbal communication skills through a variety of avenues including telephone, email, business correspondence, forms, websites and in person. Must be able to compose business letters and emails with knowledge of professional construction in regards to grammar and spelling. Must be able to give/receive simple-to-complex instructions. Ability to be discreet. Must be able to make decisions and solve problems.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computation requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can easily be learned from manuals or verbal instructions. Such machines include, but are not limited to, photocopiers, 10-key calculators, and CRT/computers. Must be familiar

with automated data systems.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Typing/Word Processing at 60 wpm required.

Site: Administrative Service Center

Reports To: Executive Director of Financial Services and/or Designee

Job Goal (Purpose of Position): Performs skilled level insurance and benefit duties efficiently and effectively. Works in conjunction with district's payroll efficiently and effectively. An incumbent in this position will follow general standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Other: An incumbent in this position has regular contact by telephone or in-person with staff**,** vendors, and the public to determine actual information needed.

Other Performance Measures: Successful performance of the job requires good customer service /people skills to elicit and convey information, information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or initiative, and effective problem solving are important to the success of the position. In addition, must maintain a position attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Accounts for employee benefits as set forth by negotiated contracts.

2. Maintains employee files of all insurance records.

3. Is responsible for the processing of all employees' insurance payroll deductions.

4. Maintains all State and Federal guidelines for the Cafeteria Plan with the Third Party Administrator the Board of Education's has approved.

5. Analyze, review and balance all insurance statements and make payments to various insurance companies, download files from the payroll system, verify totals, process, and

send to the State regarding the health insurance premiums.

6. Conducts orientation of new employees as related to covered benefits.

7. Work with all employees who have a "qualifying life event" (marriage, birth, death, divorce, lose of job) and changes in their coverage.

8. Keep informed of all the new laws that affect the Consolidated Omnibus Budget Reconciliation Act (COBRA). Is responsible for COBRA and other continuation of coverage eligibility, enrollment and coverage.

9. Work with the Department of Human Services Child Support Division (when a court order is received) to provide information concerning the health care for the children of our employees. To also enforce health care coverage if required.

10. Attend Employee Group Insurance Program training sessions and bring back all information to the employees in regards to their health, dental, vision and life needs. Coordinates between the participants and the Employee Group Insurance Programs and the HMO Programs.

11. Maintain State and Federal Guidelines for the 403B and 457 Plans approved by the Board of Education. Keep the Executive Dir. Of Financial Services informed of all detailed requirements to be in compliance with the law.

12. Work with support employees who are required to pay their insurance premiums through the summer months. Collect their premiums, balance their personal payments with the "group" payment during these months.

13. Complete the Employer portion of the Salary Protection forms that employees submit when they miss work due to illness, accident, etc.

14. Performs other duties as assigned by the Executive Director of Financial Services.

15. Coordinates between the participants and the Employee Group Insurance Programs and the HMO and/or provider programs.

16. Required to present and/or attend meetings to groups at the request of CFO/Executive Director.

17. Coordinates and conducts yearly open enrollment event for eligible employees of the district.

Supervision Experience: Preferred

Physical/Mental Requirements and Working Conditions:

Other than the physical/mental requirements included in the essential functions: Must be able to communicate on the telephone and in person.

Terms of Employment: 250 days per year

Salary: Set by Board

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 06-11-12
Revised: 06-08-15
Revised: 09-09-19