

Job Title: Benefits Coordinator**FLSA Status:** Non-Exempt**Reports to:** Chief HRTM Officer**Salary Range:** \$37,733 - \$45,797**Dept./School:** Administration Center**Date Revised:** September, 2025

Primary Purpose:

Plan, Coordinate and implement benefits for all District employees through establishing mutually productive partnerships with benefits vendors, Third-Party Administrators (TPA) and insurance organizations.

Qualifications:**Education/Certification:**

High school diploma or GED

Undergraduate degree, preferred

Special Knowledge/Skills:

Knowledge of administration benefits programs and applicable laws

Ability to interpret and disseminate insurance and benefits information to individuals and groups

Strong organizational, communication, and interpersonal skills

Ability to effectively present information in one-on-one and to small and large groups of employees

Proficiency in Office Suite applications and file maintenance

Knowledge of basic accounting principles

Experience:

2 years of experience in benefits administration, insurance administration, or equivalent roles

Major Responsibilities and Duties:**Benefits Administration**

1. Administer benefits programs such as group health insurance, dental, life, and medical reimbursement.
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 and resolve administrative problems with insurance carrier representatives.
3. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and Affordable Care Act (ACA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
4. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.

5. Assist with annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.

Records, Reports, and Correspondence

6. Prepare and verify monthly premium statements for all group insurance policies. Balance and submit billing statements to the Finance Department for payment.
7. Maintain all benefits-related records including statistical data relative to premiums and cost. Assist with required data entry and preparation of reports.
8. Assist with preparation of the benefits handbook, including word processing, coordinating printing, and distribution.
9. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Maintain confidentiality of information.

Other

12. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/ Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____