



COORDINATOR, BENEFITS

Rev. August 2025

Job No.: 3632

Reports to: Director, Employee Benefits

Dept./Campus: Human Resources

FLSA Status: Exempt

Pay Grade: 306

Term: 226 Days

PRIMARY PURPOSE:

To coordinate the administration and daily operations of the employee benefits department. Develop and recommend strategies for benefit programs impacting current plan year including communication campaigns, providing education to employees on preventive, wellness, and benefit plan coverage.

Administrator Competencies

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Coordinate the daily activities of the benefits staff discussions with third-party administrators and consultants.
- Direct employee benefits open enrollment and coordination with benefit vendors. Ensure timely communication, execution and control.
- Assist with communication with insurance carriers and develop resolutions for administrative issues to ensure that benefit services provided to employees are consistent with policy standards.
- Conduct benefit orientation meetings to include group presentations of benefit plan options, consulting with employees on options and enrollment of new employees.
- Responsible for developing the Open Enrollment Benefits Guide each year.
- Perform open enrollment audits including dependent verification audits. Manage the District Wellness Champions program, carry out the vision and mission of the program, identify the volunteers, ensure the engagement of champions, organize and conduct regular meetings, ensure timely communication, develop an annual calendar of events.
- Responsible for COBRA medical premium enrollment and reconciliation.
- Organize the district flu and COVID vaccine clinics.
- Responsible for enforcing cafeteria plan rules and guidelines and monitoring compliance alerts.
- Develop procedures for ensuring a smooth summer term process for all exiting employees with differing benefit term dates.
- Manage all push notifications for LISD benefit app that will go out district wide through the app including providing topics and events and review and educate all new employees on the app.
- Responsible for maintaining complete and accurate employee benefit files and data records.
- Responsible for follow-up on incomplete paperwork and for resolving errors when identified.
- Process all employee benefit enrollment and change forms within required time limits to meet payroll

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

and enrollment deadlines.

- Design and create the quarterly Benefits newsletter and regular educational communication using relevant benefit content.
- Assist with the development and document of procedures to streamline processes and ensure compliance with regulatory requirements.
- Ensure all required employees complete annual HIPAA training.
- Responsible for HIPAA privacy compliance requirements.
- Responsible for management of all Affordable Care Act compliance issues.
- Schedule, plan and introduce annual employee retirement planning meetings.
- Responsible for health savings accounts, supplemental retirement plans and COBRA information.
- Resolve issues with accounts that are closed or pending.
- Responsible for maintaining and monitoring the Compliance Dashboard, responsible for the timely completion and closure of all tasks.
- Work with benefit consultants on compliance and best practices issues.
- Responsible for annual Benefits Fair by coordinating with benefits vendors and internal staff.
- Compile information packets for new and existing employees on the available benefit plans offered.
- Review and update information in benefits enrollment system, District website, and content manager in to keep information and compliance data up to date.
- Coordinate with payroll on a regular basis and monthly to reconcile payroll deductions and ensure benefits deductions are correct.
- Process and assist employees with life event changes while following all laws and policies; maintain life event spreadsheet and record in benefit enrollment platform.
- Compile data for management reports.
- Ensure timely and correct processing, tracking, and monitoring monthly billing information.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in human resources or related field. Related experience may substitute for degree. CEBS designation strongly preferred.
- Experience in benefits or human resources.

Knowledge/Skills/Abilities:

- Knowledge of insurance and benefits practices; Bilingual/Spanish preferred; and computers and software.
- Skill in organization; attention to detail; immediate follow-through; and oral and written communication.
- Ability to maintain strict confidentiality.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.