

## Human Resources

### Benefits Coordinator

**Department:** Human Resources  
**Reports to:** Executive Director for Human Resources  
**Placement:** Professional Exempt Salary Schedule  
**Term:** See Duty Day Calendar, Grade D

#### Position Summary:

The Benefits Coordinator manages administration of health insurance and related employee benefits programs for the District and serves as the HIPAA Privacy Officer.

#### Essential Functions:

- Manages the coordination, interpretation and administration of health insurance and related employee benefits programs for the District. (*Includes: medical, dental, vision, life insurance, short/long term disability, Worker's Compensation, COBRA, HIPAA, ACA, and ASRS*). Benefits Coordinator has a direct role in the facilitation and management of the ADA and FMLA process.
- Assists various administrators/committees/consultants with the collection of data and developing reports pertaining to employee benefits.
- Monitors COBRA benefits activities for terminated/retired employees.
- Communicates with ASRS for add/changes/deletions as they affect the subsidy provided to the District for COBRA Retirees.
- Conducts employee orientation sessions to inform new employees of the District insurance and related benefits, including explaining program/plan options, coverage, and costs.
- Conducts annual open enrollment sessions to facilitate employee benefit changes and explain new/modified programs, plans, options, coverage, and costs.
- Facilitates the Wellness Committee and wellness programs for the District. Regularly communicates via newsletters, emails, flyers all benefit/wellness initiatives.
- Liaison between employees/providers to resolve issues/problems and implements procedural changes to comply with applicable legislation.
- Serves as HIPAA Privacy Officer and coordinates policies in accordance with federal regulations.
- Processes new hires, changes or terminations to vendor's databases and processes appropriate paperwork.
- Submits mandatory 834 report files weekly to insurance provider/bi-weekly to FSA third party administrator.
- Prepares monthly insurance/benefits billing including making/verifying all changes/adjustments to employee deductions; prepares/process invoices for benefits trust funds to ensure payments are accurate and timely.
- In conjunction with Payroll, assists with employee deductions for all benefits.
- Monitors Worker Compensation claim process and works directly with the Workers Compensation Insurance Carrier and Occupational Health Centers in collect/submitting information as required; additionally, preparing the required annual OSHA report all District sites.
- Handles short/long-term disability for eligible employees.
- Processes IRS Form 720 and payment of required annual PCORI fees to the IRS in accordance with the Affordable Care Act.
- Serves as member and resources on various committees.
- Performs any other duties as assigned by supervisor.

#### Training and Experience:

- High School Diploma.
- College coursework or degree in Human Resources and/or Business Management preferred.
- Extremely knowledgeable regarding all aspects of the employee benefits department, with specific attention and/or experience with an educational entity.
- Employee Benefits and/or Business background required.
- Emphasis on communication and accounting skills.

**Knowledge Of:**

- Strong working knowledge of Tyler Technologies Visions System Benefits Module
- General benefits administration principles and practices.
- General insurance/benefit policies, procedures, options and coverage.
- Workers Compensation/OSHA injury reporting/record keeping requirements and procedures, COBRA and related benefits programs, policies, and procedures, HIPAA compliance, FMLA, ACA, ADA, and ASRS Health Insurance Premium Benefit Reporting.

**Skill In:**

- Establishing and maintaining effective working relationships with employees, district administrators and representatives of a variety of insurance/benefits providers.
- Administering the day-to-day insurance/benefits activities of a school district.
- Coordinating/conducting insurance/benefits employee orientation and open enrollment sessions.
- Facilitating a wellness program.
- Excellent customer services skills, including verbal and written communication and maintaining rapport and composure with internal and external customers.
- Maintains a high level of confidentiality.

**ADA and Other Requirements:**

Positions in this class typically require climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

*When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.*