

Job Title:	<b>BENEFITS COORDINATOR</b>	Reports to:	<b>Director of HR</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>NONE</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	The position is responsible for directing and planning the day-to-day operations of group benefits programs (group health, dental, vision, short-term and long-term disability, worker's compensation, life insurance, travel and accident plan, flexible spending plan, retirement plans, etc.).		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Informs personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains various benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Prepares documentation for the purpose of providing information to new and current employees, providers and administrators for surveys and decisions on plan changes.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Processes various benefit information for the purpose of updating information and/or ensuring coverage of employees.
- Reconciles enrollment forms and billings to employee records (e.g. health, dental, vision, etc.) for the purpose of ensuring accurate coverage of employees and payment to providers and complying with contract provisions.
- Researches materials and information on various providers for the purpose of identifying potential providers for administrative review.
- Reviews various information (e.g. medical insurance forms, dental/vision/disability, TSA and compliance (i.e. Cobra requirements)) for the purpose of ensuring completeness of record insurance claims.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Wide range of clerical experience and experience in all aspects of the employee benefit programs.
- Must have courteous telephone manners, the ability to communicate effectively with school personnel, good work attitude with a positive and pleasant disposition.
- Ability to sit for prolonged periods, understand and carry out oral and written instructions.
- Ability to maintain confidentiality of information.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School Diploma or equivalent
- Minimum of three experience in human resources duties, preferably in a public school system.
- Must possess personable and people oriented communication skills
- Notary Public appointment desired

**Computer Proficiency:** MS Office Suite, Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*