

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Benefits Coordinator	<i>Pay Grade:</i>	EAP-7
<i>Department:</i>	Human Resources	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Human Resources Office	<i>Reports to Position:</i>	Human Resources Director
<i>Effective Date:</i>	November 7, 2018		

JOB SUMMARY

Under general supervision analyzes operating practices and revises as necessary to promote efficiency, performs routine and non-routine administrative tasks and serves as resource person to provide information regarding benefit information to both employees and retirees; reconciles monthly health insurance billing; coordinates and schedules services with vendors including annual employee benefits fair; assists the Human Resources Director by verifying personnel information, verifying bi-weekly payroll, posting job openings, scheduling/conducting interviews, documenting and maintaining records; administers the FMLA process for employees; serves as liaison between employees and the worker's compensation insurance carrier to file claims, expedite claims process and ensure accurate handling of claims; assists employees with claims with supplemental insurance carriers; creates filing system, files, retrieves materials as needed; compiles information, prepares and submits reports; oversight of annual employee wellness screenings and flu shot clinic; meet with and advise employees considering retirement and assistance in completing and filing retirement paperwork; periodically purges files of inactive material and performs additional tasks in support of the department's administration as needed or upon request.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Handling of worker's compensation claims including preparation and submission of the First Report of Injury form and follow up with claims adjustors and/or field case manager

- Process employee FMLA request including verification of eligibility, tracking hours and ensuring all proper documentation is received from employee/provided to employee
- Reconciliation of monthly health insurance billing
- Coordination of several annual employee benefit events including the benefits fair/open enrollment, flu shot clinic and wellness screenings
- Assist employees in filing supplemental insurance claims
- Assist employees and retirees with benefit related questions
- Coordination of monthly random drug screens
- Present training/information to various groups of employees
- Reporting to various state or federal agencies to include EEO reporting and worker's compensation injury reporting
- Assistance in other common areas of HR to include form completion, report preparation, job posting updates, scheduling/conducting interviews, onboarding paperwork, exit paperwork, assisting employees in completion of various employment paperwork, answering multi-line telephones, greeting visitors, filing, process incoming mail, verification of biweekly payroll for accuracy and compliance with FLSA
- Purges files of inactive materials in accordance with state guidelines

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma or GED

Associates Degree or higher education preferred

Experience

Two (2) years of previous experience working in the Human Resources field

Licenses or Certifications Required

Will obtain AAPPA Specialist designation during course of employ

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Functions of Human Resources
- Insurance/benefits procedures and claims processing
- Use, operation and capabilities of various office equipment

Ability to:

- Create and maintain documents or data using word processing software, spreadsheet software and presentation software
- Effectively communicate both verbally and in written form to a variety of audiences

- Perform moderately complex financial calculations
- Handle sensitive or confidential information discreetly
- Work under general supervision where standard practice enables duties to be performed alone referring questionable cases to supervisor
- Work non-duty hours including holidays and weekends when necessary
- Work in constant state of alertness and in a safe manner
- Travel to out of town classes/conferences when needed

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will primarily be indoors with potential for overnight travel to attend and participate in training, seminars and workshops

Physical Demands: See accompanying page for details

Key Working Relationships: HR Departmental employees, all City employees, vendors of various products and services, insurance adjustors and field case managers

PHYSICAL REQUIREMENTS – BENEFITS COORDINATOR

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders		X		
Reach Below Shoulders		X		
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface	X			
Even Walking Surface	X			

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	<1	1
Walk	<1	1

Additional Considerations (including clarification of any of the above)