

BENEFITS COORDINATOR

PRIMARY PURPOSE: Coordinate and administer a comprehensive and cost effective benefits program, ensure accurate compensation for contractual staff while maintaining the integrity of the Human Resources/Payroll Data base.

REPORTS TO: Executive Manager for Human Resources & Payroll

DUTIES AND RESPONSIBILITIES:

- Responsible for plan administration of :
 - Section 125 Cafeteria Benefits Program (Educated Choices) including:
 - 6 Self Funded Health Care Coverages
 - 4 Premium based Health Care Coverages
 - 7 Dental Coverages; 7 Vision Coverages
 - 28 levels of Life Insurance; 7 Long-Term Disability Plans
 - 5 self insured self administered Short-Term Disability Plans (includes calculation of payment and duration)
 - Long-Term Care Plan
- Review insurance agreements for accuracy prior to administrative sign off and ensure timely return to carrier.
- Receive, review, and distribute Mid Plan year Educated Choices Election forms and confirmation statements.
- Update annual benefit comparison spread sheet for all groups.
- Secure timely and accurate annual insurance rates from carrier.
- Send insurance utilization cost reports to Business Office.
- Prepare, update and submit monthly ASC accounting figures and enrollment to Executive Manager of Human Resources and Payroll.
- Process all new hires; terminations; and status changes for fringe benefits. Notify TPA for fax/upload to carrier database; process monthly payments to insurance carriers. Communicate bi-weekly FSA contributions to TPA for employee reimbursement.
- Notify carriers (TPA and agent of record) of bargained insurance changes and effective dates.
- Key participant in Educated Choices open enrollment project management calendar.
- Analyze and adjust project management timeline with TPA. Activities include: schedule and attend weekly conference calls/meetings; act upon items requiring follow up; coordinate and distribute annual open enrollment materials; review and approve all materials used for open enrollment (annual newsletter; workbook; election forms; confirmation statements; comparison charts; benefit summaries; dependent certification letters; manual instructions; web instructions; certificate of credible coverage inserts; rate sheets; COBRA materials; coordinate schedule of open enrollment meetings; coordinate attendance of insurance representatives at these meetings; conduct/participate in meetings; conduct in-service for online enrollment assistance and Q&A.
- Conduct annual new hire orientation for teaching staff; meet with all other new hires and all newly benefit eligible staff, and ongoing mid plan year benefit changes.
- Assist in resolution of benefit dilemmas.
- Upload and balance annual and bi-weekly Educated Choices deductions.
- Administer and track FMLA for all staff, including maintenance of fiscal year list of disabilities; FMLA usage and renewal; schedule Independent Medical Exams; request,

track and secure updated medical documentation; update administration and supervisors on status of employee disability; initiate FMLA paperwork to staff who are absent.

- Review payroll corrections to determine impact on FMLA.
- Calculate and upload mid plan year taxable life amounts; flex benefit changes; balance amounts bi-weekly; report bi-weekly to benefit TPA.
- Monitor duplication of health care; initiate required correspondence for all duplication coverage violations.
- Calculation and data entry for all ongoing contractual staff file maintenance in Cyborg database.
- Process all address changes and notify insurance carriers and district personnel for email and directory purposes; process name changes in Kalpa, Cyborg, and CEO databases; process spouse name additions/deletions for online directory.
- Print/distribute processed change/termination notices for contractual staff.
- Complete final salary affidavits for all contractual staff and those hourly staff with disability status or death status.
- Workers Compensation Administration and Reporting: authorize treatment; administer early return to work program; monitor escrow balances; reinsurance funds; IME requests; disputes; surveillance; etc.; maintain injury log annually by employer and by building; file required forms with Third Party Administrator; attend quarterly workers compensation meetings; conduct annual payroll audit; file annual OSHA log; distribute annual OSHA log for posting at location level; communication with workers compensation attorney; respond and provide requested information from workers compensation attorney; create alternative restricted duty jobs; communicate with departmental supervisors for placement in alternative work environments (temporary or permanent); prep pay document for alternative work schedule to ensure payroll and attendance reporting for such time; notify WC carrier of earnings for partial wage loss considerations; draft and send offer of employment in restricted duty capacity letters.
- Review attendance reports for all staff bi-weekly.
- Load contractual staff salaries annually; update spread sheet; write up front end load TSA cards for payroll processing; calculate and load contractual staff leave days annually; calculate and load contractual staff vacation days annually.
- Calculate and coordinate timely severance pay out for contractual staff; record teacher severance payments in log book; ensure all required employee paperwork has been completed and returned; calculate and timely process tax deferred payments taken from severance amounts for all retiring staff members.
- Calculate and coordinate vacation pay out for eligible contractual staff upon termination/retirement.
- Record all employee disabilities in Cyborg database.
- Meet with beneficiaries of deceased staff members; process death claims with insurance carrier.
- Prepare and submit journal entries for contractual staff.
- Prepare calculate and process contractual staff stipends.
- Review hourly change notices for potential benefit changes.
- Review hourly bi-annual leave and vacation day allocations.
- Prepare and scan confidential employee benefit; workers compensation; disability; FMLA and medical files; prep and scan life insurance death claims and physician statements.

- Review annual staffing lists from Instruction and Special Ed Departments; ensure accuracy to payroll database; review, correct and respond to annual staffing discrepancy list from the Business Office.
- Assigned tasks for Annual School District Audit.
- Prepare insurance/ employment verification letters.
- Complete insurance disability forms (i.e. automobile accidents).
- Process employment and wage verifications – Contractual Staff.
 - Retrieve information from microfiche as needed.
 - Investigate and resolve payroll discrepancies.
 - Sort, separate and distribute W2's to employees.
 - Investigate Kronos attendance “kick-outs” to Cyborg.
- Complete and submit Medicare Secondary Payee Questionnaire.
- Complete and submit annual (County) County Benefits Survey.
- Participate in Benefit Coordinator users group.
- Participate in monthly Personnel and Payroll meetings.
- Perform miscellaneous duties as assigned.

GENERAL: This position requires a high level of organizational and accounting skills, including proficiency in electronic spreadsheets and the ability to prioritize tasks. Requires a high degree of initiative and requires that the individual work independently with minimum supervision. Computer skills and the ability to work in a positive manner with a variety of people are essential.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED), and a minimum of one year related experience and/or training. Associate's degree preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts; ability to compute percentages and to interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Personal computer skills necessary. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to sit and talk and hear. The employee frequently is required to walk and reach with hands and arms. The position frequently requires non-stop typing on the computer. The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. Specific vision abilities required by this job include close vision and the ability to adjust focus. Some extended hours are frequently required of the employee.

WORK ENVIRONMENT: The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently moderate to loud. The employee must work with the public and other staff, continuously meeting multiple demands from several people.