



**JOB INFORMATION**

Job Code	EB35
Job Description Title	Coord, Benefits
Pay Grade	HR07
Range Minimum	\$43,130
33rd %	\$51,750
Range Midpoint	\$56,070
67th %	\$60,380
Range Maximum	\$69,000
Exemption Status	Non-Exempt
Approved Date:	7/30/2021 11:24:30 AM
Legacy Date Last Edited	6/22/2021

**JOB FAMILY AND FUNCTION**

Job Family:	Human Resources
Job Function:	Benefits

**JOB SUMMARY**

Responsible for the administration of various employee benefit programs for all active eligible employees and retirees.

**RESPONSIBILITIES**

- Responsible for administrating various employee benefit programs, including group health, dental, vision, accident, disability, life insurances, flexible spending accounts, retirement plans, and COBRA coverages and wellness benefits; determines eligibility, processing elections, terminations, and changes; ensures notice requirements; maintains and retains records while complying with reporting requirements. Counsels employees who are entering retirement, processes retirement applications to Teachers’ Retirement/RSA, and verifies and confirms receipts of such documents with RSA.
- Participates in renewals and plans analysis, coordinates open enrollment activities and events, and assists with electronic enrollment system administration and file feeds.
- Assists with Family and Medical Leave Act (FMLA) administration, Paid Parental Leave (PPL), and Salary Continuation Plan (SCP), to include but not limited to, managing notice requirements, acquiring and processing documentation; handles correspondence with employees, supervisors, and medical providers; tracks leave; coordinates return to work; manages recordkeeping.
- Counsels employees and processes applications and accompanying paperwork for benefit coverage purposes.
- Collects and processes cash payments for benefits; reconciles benefit plan billing statements; maintains financial records associated with benefits.
- Researches and maintains up-to-date knowledge of all relevant laws, regulations, and policies related to University benefits including COBRA, HIPAA, ACA, FMLA, Section 125, FSA, 403b/457b, Medicare and benefits coordination.
- Assists with benefits orientation programs and participates in campus events regarding benefits plans and programs.
- Provides support to benefits and payroll units and may perform other job-related duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

### MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
High School	High School Diploma or equivalent	And	4 years of	Experience in employee benefit administration, Family Medical Leave Act, and payroll processing.

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state and federal laws and regulations relating to employee benefits and administration.

### MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.