
Auburn University Job Description

Job Title: **Benefits Data Coordinator**

Job Family: No Family

Job Code: **EB70**

Grade HR06 \$37,000 - \$55,500

FLSA status: Non-exempt

Job Summary

Responsible for the coordination of processes related to benefits data, including but not limited to file feeds, error report processing, vendor and employee coordination and communications, research, problem solving, updating of Banner deduction/earn codes and data audits. This position will serve as the benefit coordinator for the online benefit enrollment system, and other duties as assigned.

Essential Functions

1. Responsible for the mandatory monthly submissions of the RSA Teacher's Retirement (TR) and Employee's Retirement (ER) enrollment and contribution file feeds. Processes monthly contribution and enrollment files for both TR and ER, to include data account transfers, balancing, and reconciliation of various ledger accounts, requiring research and problem-solving. Communicates with RSA to resolve issues.
2. Supports the administration of the online benefit enrollment system to include researching and identifying enrollment errors and performing audits to ensure enterprise systems remain in-sync.
3. Responds to requests from internal and external customers regarding estimates and calculations of retirement benefits and dates for employees; verification of employment dates; salary earned and/or explanation of salary earned; verification of existing sick leave balances; as well as certification for overtime earnings.
4. Collaborates with Human Resources Information unit and other HR functional areas in regards to systems and employee data.
5. Monitors eligibility for specific benefits programs as defined by regulation or legislation. Coordinates with Affordable Care Act (ACA) compliance vendor and RSA to identify and notify employees of eligibility and to coordinate enrollment and other notification processes.
6. Actively participates in the development and review of communications to employees regarding various aspects of employee benefits.
7. Updates Banner deduction and earn codes, benefits premiums and other Banner fields related to benefits processing.
8. Supports and assists in various health and welfare benefits programs. Stays abreast of benefits legislation and trends impacting need for benefits related data or data changes.
9. May perform other duties as assigned.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	H.S. diploma or equivalent is required. Four-year degree is desired.
Experience (yrs.)	4	Experience in benefits administration. Experience with enterprise systems, such as Banner or Oracle, is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Basic proficiency using Excel.

Demonstrated knowledge of employee benefits programs, data analysis, budgeting.

Applied knowledge of systems to include software and technical.

Strong communication and writing skills.

Strong customer service and analytical skills.

Ability to perform mathematical calculations in computing rates, premiums, and adjustments.

Demonstrated ability to work in a complex environment, requiring strong attention to detail.

Certification or Licensure Requirements

None required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, and lifting up to 25 pounds.

Date: 5/26/2022
