



Dist Coord 3 PT / Benefits

Purpose Statement

The job of Dist Coord 3 PT / Benefits is done for the purpose/s of supervising and coordinating all aspects of employee benefits and benefit information; resolving insurance, retirement, reporting and reconciliation problems; coordinating flexible spending accounts with provider; providing information to new and current employees; coordinating with and acting as backup to the District payroll coordinator; and ensuring accurate employee insurance coverage and billing.

This job reports to Executive Director of Human Resources

Essential Functions

- Acts as point-of-contact for Personnel Director and district insurance brokers for all benefits for the purpose of disseminating information to proper personnel.
- Assists personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Coordinates with payroll department including back-up for the purpose of ensuring the efficient and effective operation of the department.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains employee benefit and worker's compensation programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, filing claims, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Maintains a variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Participates in meetings, workshops and seminars as assigned (e.g. insurance company sponsored seminars, benefits meetings, trainings, Insurance Committee, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of benefit information for the purpose of completing enrollment/changes within program guidelines.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, health, life, LTD, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with strict guidelines, deadlines, and contract provisions.
- Researches discrepancies between employee information, payroll, benefit provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.

- Resolves conflicts with benefit providers for the purpose of verifying eligibility, conveying information and processing claims.
- Supports assigned administrators (e.g. preparing special reports, etc.) for the purpose of providing information from which to make operational decisions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications; analyzing; customer service; effective listening; interpersonal aptitude; and problem solving. .

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: office equipment/software; codes/laws/rules/regulations/policies; English grammar/punctuation/ spelling/vocabulary; office practices; and bookkeeping/accounting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; meeting schedules/deadlines; multi-tasking; organizing; prioritization; reliability; and teamwork.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Benefits and Employment Law updates District Software (IFAS) annually Occasionally as needed to perform changing essential functions of position

Certificates and Licenses

Notary License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Level 2