

BENEFITS COORDINATOR

DEFINITION

The Benefits Coordinator will plan, coordinate, and execute various functions within the Risk Management and Compliance Department. The Benefits Coordinator will be responsible for the various coordination of annual benefit plans and rates.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Business Services, Executive Director Business Services, and Chief Business Official and supervise staff as assigned.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan and organize the active and retired employee benefits offerings to include all annual open enrollments and benefit rate calculations. **(E)**

Coordinate and compile the District enrollment attendance reporting. **(E)**

Organize and supervise the functions and responsibilities assigned; including the training, while ensuring compliant, timely, and accurate reporting. **(E)**

Assure compliance with laws, codes, regulations and standards related to payroll and benefit processing; interpret and develop new procedures as needed to comply with the California Education Code, multiple bargaining unit agreements, District policies, Public Employees Retirement System (PERS), State Teachers Retirement System (STRS), and federal and State payroll regulations. **(E)**

Manage the efficient use of departmental resources monitoring expenditures for supplies and staffing; conduct on-going needs assessments; develop and implement new procedures, computer software programs and other improvements to enhance the efficiency and capabilities of the department. **(E)**

Serve as liaison between employees, retirement systems, and County, State and District offices to resolve or communicate complex compensation and benefit issues. **(E)**

Coordinate with insurance companies and benefit providers to review and assess benefit options and make recommendations for modifications and adjustments. **(E)**

Schedule periodic meetings with applicable departments such as HR, Payroll, Accounting, and Bargaining Unit Leadership to ensure ongoing discussions related to benefit plan operations. **(E)**

Train and supervise the performance of assigned personnel to include recruitment, professional development, and disciplinary actions. **(E)**

Participate in budget development and analytical assessment of assigned budgets, actuals, benefit rates and participation trends. **(E)**

Perform and report on special research studies and analyses related to compensation and benefits; prepare and maintain a variety of reports, records and files related to assigned activities and personnel; collect, analyze and interpret financial data. **(E)**

Assures adequate documentation and communication of all practices, programs, and periodic events to include internal/external audit schedules, benefit open enrollment, student attendance, and other cyclical tasks. **(E)**

Provide accurate analysis and data for District financial reports to include analysis for negotiations, retirement reporting, benefit rate calculations, and employment hearings. *(E)*

Monitors, interprets, and evaluates federal, state, and local legislation codes and regulations to ensure compliance in the assigned areas of responsibility. *(E)*

QUALIFICATIONS

Knowledge of:

- Applicable, laws, rules, and policies and procedures as they pertain to the organization of employee benefits, enrollment, attendance, and applicable reporting.
- Financial analysis, projection, and presentation techniques and standards
- Good knowledge of basic principles of accounting and auditing
- Effective negotiation skills and/or management/interpretation of collective bargaining agreements
- Excellent both oral and written communication skills

Ability to:

- Demonstrate and coach staff on the use of proficient and advanced levels of software and financial systems
- Analyze financial data and prepare forecasts and recommendations
- Compile and analyze financial and statistical data
- Interpret, apply, and explain rules, regulations, instructions, policies and procedures and use good judgment in determining methods of application
- Perform repetitive tasks with a high degree of accuracy and attention to detail
- Establish and maintain cooperative and effective working relationships with others
- Use of good judgment in planning and organizing assigned tasks
- Plan and organize tasks

Education and Experience:

Bachelor's degree in accounting, finance, business, economics, or other related field highly desirable or a minimum of five years increasingly responsible experience in the administration in related business fields.

License or Certificate:

- Possession of valid California Class C driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

SALARY PLACEMENT:

Management Team Salary Schedule

Tier 5, Range 3

12-month work year

Board Approval: 11/13/18, 02/26/19

Management re-alignment effective 03/01/19