

**Job Title:** COORDINATOR, EMPLOYEE BENEFITS & SUPPORT SERVICES  
**Reports to:** Chief Financial Officer  
**Dept/School:** Central Business Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** August 31, 2008

Job Grade: 4A

### **Primary Purpose**

Responsible for the District Employee Benefits and District Health Insurance Claims, Nurses, Intercampus Mail Delivery, Workmen Comp and Unemployment Comp Claims, MAC Program, Records Retention, Federal Impact Aid, and United Way.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's degree in Business with some Accounting

### **Special Knowledge/Skills**

Extensive knowledge and skill in the use of office machines, computer, Microsoft Office software, preparing and formatting spreadsheets

### **Experience**

Minimum of five years work experience, preferably in the business and/or insurance area

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Direct and manage the district's employee benefits program.
2. Review and respond to all unemployment claims and worker's comp claims.
3. Administer employee benefit programs to include claims for group health insurance, dental, life, and medical reimbursement, with the assistance of the CFO.
4. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution and act as liaison between employees and insurance carrier's claims office.
5. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.
6. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA).
7. Resolve administrative problems, with the assistance of the CFO, with medical, dental, and vision insurance carrier representatives.
8. Conduct benefits orientation meetings and enrollment of new employees in benefit plans.

9. Coordinate annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms.

#### Leave Administration

10. Communicate with campus and departmental administrative staff to process leave of absence reports.
11. Process all long-term absences, determine eligibility for various leave programs including Family and Medical Leave (FMLA) and temporary disability leave according to established guidelines, and provide employees with required timely notice.
12. Counsel with employees and supervisors concerning leave benefits, medical certification requirements, return-to-work dates, etc.
13. Work cooperatively with Payroll Department and Human Resources to process and coordinate all employee leaves of absence, including those relating to workers' compensation claims.

#### Records, Reports, and Correspondence

14. Monitor and review periodic claims and reports and provide trend analysis (utilizing services of the District Insurance Consultant) for all lines of insurance coverages.
15. Implement the Employee Benefits policies established by federal and state law, and local board policies.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required for employee benefits.
17. Maintain statistical data relative to premiums and cost, with the assistance of the District Insurance Consultant and the District CFO.
18. Maintain all physical and computerized health insurance records and assist with required data entry.
19. Assist with preparation of Employee Benefits Handbook, including word processing and coordinating printing.
20. Maintain and distribute insurance forms and supplies to campuses and other district building.
21. Foster good community relations and good relations among all school employees.

#### MAC Program

22. Coordinate the District MAC Programs.
23. Submit quarterly MAC participant reports.
24. Maintain a centralized file to include required MAC documents.
25. Provide training for employees selected for Random Moment Time Study.

#### District Records Retention Program

26. Oversees and ensures the on-going maintenance of centralized district records retention, including identification of records for storage, retrieval of records, and the coordination of annual records processing and destruction as per approved Records Retention Schedule.
27. Obtain proposal from RCI on the annual fees for records retention and storage as per state guidelines, and follow through with scheduling dates and oversee completion of the proposal agreement.

#### Courier

28. Coordinate and supervise courier activities to include the transportation of bank deposits to bank from district campuses and other work locations.

#### Cell Phones

29. Oversee and maintain cell phones for district, including an inventory list of phones and users.
30. Issue cell phones to eligible district employees.
31. Review monthly bills for excessive use or calls not related to district business and report such to the Superintendent.

#### District Mail Services

32. Supervise the district mail carriers to ensure prompt and accurate delivery of intercampus and district US mail.
33. Submit a weekly report of postage costs to the CFO.

#### Federal Impact Aid

34. Conduct an annual district survey to identify students eligible for inclusion in the annual impact aid applications.
35. Complete and submit Federal Impact Aid annually.

#### United Way Campaign

36. Coordinate the district-wide annual United Way Campaign.

#### District Nurses

37. Maintain ongoing communication with the district Head Nurse to ensure student health program is in compliance with state and federal guidelines.
38. Submit state required reports on immunization and spinal screenings.

#### Other

39. Perform other duties as assigned by CFO.
40. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 41. Supervise the Employee Benefits and Support Staff and operations thereof.
- 42. Provide training personally to staff in their day-to-day work activities.
- 43. Lead staff in "catching" the vision of the district and employing a risk management mission that coincides with the district vision and mission.
- 44. Recommend other training as needed for staff.

**EQUIPMENT USED**

Calculator, computer, telephone system, Xerox copier, FAX machine

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Ability to communicate effectively (verbal and written), interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Occasional district and statewide travel; prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.