



CONFIDENTIAL BENEFITS COORDINATOR

Schedule: 8 hours per day / 12 months per year / About 260 days per year
Class: B
Reports To: Human Resources Manager

JOB PURPOSE/STATEMENT:

The Benefits Coordinator oversees the benefit programs for all District employees/retirees. This includes health plans, short and long term disability insurance, life insurance, flexible spending plans, Health Savings Accounts, ACA requirements, classified job descriptions and classified job postings. The Benefit Coordinator administers human resources policies and programs, balancing employee advocacy and business operating needs. Assists with compensation analysis and job description preparation. Creates communication material to support department communications. Handles confidential and sensitive information related to staff, salaries, bargaining and legal matters. This position will also back up the Leave Coordinator with FMLA/OFLA, classified employee leaves of absence and sick leave banks.

ESSENTIAL JOB FUNCTIONS:

- **Performs** complex human resources functions for an organization with 1500+ FTE over multiple program areas. Acts as lead analyst for human resources processing.
- **Interprets and applies** rules, policies and regulations to analyze and assure compliance relative to Human Resources and employee Benefit Management.
- **Develops and implements** a communication plan to provide employees with information regarding District benefits and related workshops.
- **Plans, organizes, coordinates and facilitates** annual benefits open enrollment.
- **Communicates** benefits information to new hires and **tracks** enrollment.
- **Maintains** the Benefits portion of District's website creating any new communication material
- **Creates** Human Resources Graphics to include staff communications and Human Resources quarterly newsletter.
- **Receives** annual insurance premium rates for all employee groups then calculates employee share, retiree premiums, and COBRA rates. Disseminates the information to employees, retirees and associations.
- **Reviews and monitors** benefit plan contracts and implements changes to meet requirements of new laws/regulations.
- **Monitors and determines** benefits eligibility for employees and retirees.
- **Assists and educates** employees in understanding benefits, benefit options and accessing benefits.
- **Inputs** benefit information into OEBS.
- **Sets up** benefit payroll deductions in Infinite Visions using advanced calculation methods dependent on employee position, classification and pay frequency.
- **Coordinates** American Fidelity, Aflac and other outside vendor open enrollment.
- **Ensures** that procedures are followed to comply with federal regulations including but not limited to: ACA, HIPAA, COBRA, FMLA, OFLA, SEC 125, USERRA, State of Oregon laws and regulations, Patient Protection Act and collective bargaining agreements.
- **Oversees** employer mandate of the Affordable Care Act (ACA) analyzing data based on sound evaluation methods. Processes employee 1095-c forms and IRS tax return and upload annually.
- **Determines, tracks and ensures all benefit eligible employees per ACA are offered benefit and enrollment process is enacted.**
- **Processes** all retirements and classified resignations.
- **Processes** hiring and termination / retirement of administrator, manager and supervisor positions.
- **Coordinates and Hosts** District vaccination clinics and Dependent Verification Reviews.
- **Backs-up** administration of FMLA/OFLA for administrator, licensed and classified employees.

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- **Provides and processes** compensation analysis of school district positions to include market study research, pay equity inclusion and job description review and construction.
- **Manages** all requests for new or changes to classified job descriptions and ensures processes are completed.
- **Processes** classified reclassifications.
- **Receives and distribute** drug test results.

- **Prepares** and **submits** reports and surveys related to the above responsibilities up to and including yearly staff position report and social security verification.
- **Attends** monthly BIE webinars for OEGB.
- **Conducts** special projects as directed. Assists Human Resources Manager with day-to-day project requests and human resources inquiries.
- **Provides** technical training and/or assistance as needed in areas like Excel to ensure success of employees in their day-to-day tasks.
- **Maintains** Desk operations Manual.
- **Maintains** regular attendance.
- **Performs** other duties, as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- Self-starter with proven communication, tracking, interpersonal, research, analytical and problem-solving skills.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines.
- Knowledge of relevant federal and state rules and regulations, and District policies and procedures.
- Knowledge of Section 125 plans, high deductible medical insurance, HSA's and FSA's.
- Skill in using analytical methods and techniques.
- Ability to exercise confidentiality, tact, diplomacy, and independent judgment in the performance of duties
- Demonstrated ability to establish and maintain high profile, collaborative working relationships across teams, functions and layers with district staff, outside agency representatives, and the general public.
- Excellent technical skills, experience with Microsoft Office software, advanced Excel skills preferred.
- Excellent attendance required
- Must qualify to hold and exercise a Notary Public commission

EXPERIENCE PREFERRED:

- Any combination of experience and training that would provide required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:
 1. Knowledge of employee benefits administration including laws or regulations governing employee benefits programs and retirement plans.
 2. Four years of experience with responsibilities for benefits programs, retirement programs and inputting in an HRIS.
OR
 3. Bachelor's degree from an accredited college or university with a major course work in human resources, school business management, finance or related field and/or,
 4. Specialized certification such as CEBS or SPHR.
- Prior experience in education institutions preferred.
- Prior experience with setting up and adjusting benefit payroll deductions highly preferred.
- Prior experience working with a Collective Bargaining Agreement in an HR setting preferred.
- Prior experience with the ACA and 1095-c's for employees preferred.

ESSENTIAL PHYSICAL REQUIREMENTS

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.