

Job Title: COORDINATOR, EMPLOYEE BENEFITS & SUPPORT SERVICES
Reports to: Chief Human Resources Officer
Dept. /School: Central Administration
Wage/Hour Status: Exempt
Date: July 17, 2017

Primary Purpose

Provide managerial direction and coordination of the District Employee Benefits, Health and Wellness Program, Worker's Compensation and Unemployment claims, Records Retention, and support services.

QUALIFICATIONS

Education/Certification

Bachelor's Degree in Business
Minimum 8 hours in Accounting

Special Knowledge/Skills

Able to provide strong leadership in a customer service oriented environment.
Able to interface with all levels of personnel.
Able to communicate effectively verbally and in writing.
Able to handle confidential and sensitive data.
Able to manage multiple tasks successfully in accordance with established timelines without supervision.
Strong analytical, organizational and computer skills.
Proficient in Microsoft Office.
Knowledge of Skyward or other employee management system.
Knowledge of school district finance (budget, accounting, and payroll).

Experience

Minimum five years business and/or insurance experience, preferably in a public education environment.
Experience working with computer software applications, including Skyward - Preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Directs and manages the District's Employee Benefits Program and District Health Plan. Coordinates and administers the day-to-day operations of the health and optional benefits programs to include claims for group health insurance, dental, vision, disability, life, and medical reimbursement and other optional insurances.
2. Coordinates the annual open enrollment process, review all employee benefit enrollments and change forms, and ensure that all are processed within required time limits including payroll deadlines.
3. Provides timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA).
4. Resolves administrative employee benefit inquiries to ensure quick, equitable, and courteous resolution and act as liaison between employees and insurance carrier's claims office with the assistance of Third Party Administrator.
5. Works cooperatively with Payroll Department and Human Resources to process and coordinate deductions for employee leave of absence, including those relating to workers' compensation claims.
6. Assists in the preparation of Employee Benefits Handbook, reviews redline, and required updates in accordance with the HealthCare Reform in conjunction with the District Insurance Consultant and Chief Human Resources Officer and coordinate printing of plan book and cards.

7. Monitors and reviews periodic claims and reports and provide trend analysis (utilizing services of the District Insurance Consultant) for all lines of insurance coverage.

Wellness

8. Manages the district's wellness program including strategic planning, recommendations and implementation of program components, process development and communications delivery to all users.
9. Develops and coordinates wellness activities throughout the district in an effort to lower the cost of healthcare premiums, to serve as role models for the community, and to ensure a better quality of life for all participants.
10. Coordinates the Flu Shot Clinics in compliance with HB 1204.
11. Prepares and distributes Employee Benefits Quarterly Newsletter in an effort to promote the flow of information related to health benefits and upcoming events related to the Employee Benefits department.

District Records Retention Program

12. Manages 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. Acts as the Records Management Officer (RMO) for the district.
13. Obtains proposal from RCI on the annual fees for records retention and storage as per state guidelines, and follows through with scheduling dates and oversees completion of the proposal agreement.

Worker's Compensation and Unemployment

14. Reviews and responds to all unemployment claims and worker's compensation claims, prepares appeals and attends hearings when necessary.
15. Prepares and submits the TASB Loss Prevention Grant.
16. Maintains and distributes insurance forms and supplies to campuses and other district buildings.

Support Services

MAC/SHARS Program

17. Coordinates the District MAC/SHARS Programs and work in conjunction with the Special Ed Director and Director of Family Services. Conducts training for employees selected for Random Moment Time Study on a quarterly basis.

Cell Phones

18. Coordinates cell phone distribution for eligible district employees. Reviews monthly bills for excessive use or calls not related to district business and report such to the Superintendent.

District Mail Services

19. Supervises the district mail carriers to ensure prompt and accurate delivery of intercampus and district US mail.

Federal Impact Aid

20. Conducts an annual district survey to identify students eligible for inclusion in the annual impact aid applications and submit submits Federal Impact Aid Grant to the Department of Education on an annual basis.

United Way Campaign

21. Coordinates the district-wide annual United Way Campaign.

District Nurses

22. Maintains ongoing communication with the district Head Nurse on supplies and equipment purchase.

Supervisory Responsibilities

- 23. Implements the Employee Benefits policies established by federal and state law, and local board policies.
- 24. Attend training sessions/conferences to enhance professional skills and knowledge.
- 25. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- 26. Evaluates job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- 27. Prepare and administer department budget. Monitor and authorize expenditures in accordance with established guidelines.

Other

- 28. Maintain confidentiality of information.
- 29. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.

Occasional district and statewide travel.

Occasional prolonged and irregular hours.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____