



Job Title:	Benefits/FMLA Coordinator	Wage/Hour Status:	Non-Exempt
Reports To:	Associate Superintendent Human Resource Services	Pay Grade:	Paraprofessional Group 5
Dept. /School:	Administration Building	Date Revised:	11/15/2011

Primary Purpose:

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of administration of employee benefits programs
Ability to interpret and disseminate insurance and benefits information to individuals and groups
Effective communication and interpersonal skills
Proficiency in typing, keyboarding, and file maintenance
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Strong detail, organization, communication, and interpersonal skills.

Experience:

Three years experience in benefits administration, insurance administration, or other related field

Major Responsibilities and Duties:

Benefits Administration:

1. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office.
3. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.
4. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
5. Assist in resolving administrative problems with insurance carrier representatives.

6. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.
7. Assist with coordination of annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms.

Records, Reports, and Correspondence:

8. Maintain all physical and computerized health insurance records and assist with required data entry.
9. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
10. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
11. Prepare and verify the calculation of monthly premium statements for all group insurance policies.
12. Balance and submit billing statements to accounting for payment.
13. Maintain statistical data relative to premiums and cost and assist with the preparation of reports.
14. Terminate coverage for employees leaving the District.
15. Process qualifying event notices for COBRA.

FMLA:

11. Maintain records of claims.
12. Notify employees of process for filing a worker's comp claim.
13. Work with campuses regarding employees who need FMLA.
14. Send notifications of qualification for FMLA.
15. Keep accurate record of time used.

Other:

16. Maintain confidentiality of information.
17. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier, calculator, personal computer, typewriter, printer, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

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