

SCHOOL DISTRICT OF ALACHUA COUNTY

COORDINATOR -- BENEFITS

JOB DESCRIPTION

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| FLSA: | Exempt | BARGAINING UNIT ELIGIBILITY: | No |
| PAY GRADE: | 27 | SALARY SCHEDULE: | Professional/Technical |

QUALIFICATIONS:

- (1) Bachelors degree in Business Administration or related field from an approved accredited educational institution;
- (2) Minimum of three (3) years of experience in benefits administration; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods, practices, and procedures related to the administration of group benefits (Health, Life, 125 Plans, and related insurance programs). Knowledge of accounting procedures and practices. The ability to communicate effectively, orally, and in writing; to prepare reports and maintain records. Ability to establish and maintain effective working relationships with other employees, retirees, and TSA vendors.

REPORTS TO:

Director -- Risk Management and Benefits

JOB GOAL

To assist in the implementation and effective administration of insurance and benefit programs for all District employees.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate work activities within the department.
- * (2) Interface with other departments (data processing, payroll, personnel) to coordinate and facilitate interdepartmental processes.
- * (3) Coordinate with group health and life insurance carriers and flexible benefits plan administrator.
- * (4) Implement program orientation/enrollments, dissemination benefit information (memos, booklets, etc.) and investigate service problems.
- * (5) Respond to questions concerning all insurance coverages and troubleshoot problem claims in a timely and effective manner.
- * (6) Coordinate the benefit section of the new employee orientation program.
- * (7) Provide information regarding health and life insurance benefits to School Board retirees.
- * (8) Provide general administrative assistance to the Director on formulating/implementing new benefits programs, researching special projects, and analyzing data.
- * (9) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.

COORDINATOR -- BENEFITS (Continued)

- *(11) Adhere to good safety standards.
- *(12) Attend all staff meetings and workshops.
- *(13) Assist with maintaining a clean and orderly environment.
- *(14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(15) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(16) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(17) Demonstrate initiative in the performance of assigned responsibilities.
- *(18) Demonstrate support for the school district and its goals and priorities.
- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Follow attendance, punctuality and proper dress rules.
- *(21) Maintain confidentiality regarding school/workplace matters.
- *(22) Maintain expertise in assigned areas.
- *(23) Manage time efficiently.
- *(24) Model and maintain high ethical standards.
- *(25) Participate in cross-training activities as required.
- *(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(27) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(28) Respond to inquiries and concerns in a timely manner.
- *(29) Represent the District in a positive and professional manner.
- *(30) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted 10/19/10