CLASSIFICATION (CONFIDENTIAL) JOB DESCRIPTION

BENEFITS COORDINATOR
(Confidential Salary Range 37)
Job Code: 941

CLASS PURPOSE

Under general direction of the Vice Chancellor for Human Resources, performs professional-level work including research and analysis, cost/benefit analyses, recommendations for program changes and the preparation of reports. Performs a variety of professional-level work in the delivery of the District’s employee fringe benefits plan. Performs other related work as required.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Administer the District Employee Health and Welfare Benefit Programs, including medical, dental and vision care insurances, life insurance, long-term disability (LTD) insurance, State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) pension programs, Medicare benefits, and programs mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA);

- Serve as District liaison to insurance companies in all aspects of coverage involving employees, retirees and their covered dependents; maintain communication with employees/retirees regarding benefit plans and retirement programs; provide information and assistance regarding filing requirements and filling out of claims for medical, dental, vision care, LTD and life insurance coverage, requests for payment and/or reimbursement of benefits, etc.;

- Facilitator of the District Health Benefits Committee;

- Conduct research, analyze statistical data, and prepare reports relative to the negotiation of Collective Bargaining Agreements related to employee fringe benefits;

- Serve as District liaison to search, identify, review and analyze proposals to contract with insurance company representatives and benefits consultants and resolve claim problems, issues and contract compliance;

- Administer the District annual open enrollment and correspondence with carriers and administrators with the plan; review enrollment forms and other documents for accuracy and forward to appropriate carrier; assist employees with information for proper filing of claims and problem resolution; organize and coordinate annual benefit fairs.

- Coordinate leaves of absence with employee, Payroll, other District contacts, and outside agencies where applicable;
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- Coordinate return-to-work and workplace accommodation issues with employee, other District contacts, and outside agencies where applicable;

- Administer the Unemployment Compensation Program claims within State-mandated time frames; contact physician to determine bridge assignments for modified return-to-work program; act as liaison with the Unemployment Compensation insurance carrier and with District employees; keep Payroll and appropriate managers informed on employee status;

- Conduct orientation sessions for new employees, provide information regarding health and welfare benefits programs, retirement programs, payroll procedures, and District handbooks and agreements as appropriate;

- Coordinate Employee Assistance Program (EAP);

- Provide counseling to employees concerning benefit-related personnel matters; investigate, respond to and resolve complaints of this nature from employees;

- Establishes and maintains complex, interrelated administrative and confidential filing systems and records;

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university and four years of experience in the administration of health insurance and benefits program and conducting human resources-related research and analysis or experience in a related field; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities;

2. Excellent written, oral and interpersonal communication skills;

3. Demonstrated expertise with word processing, spreadsheet and database management software programs using a personal computer;

4. Knowledge of:
   - Rules, regulations and polices of the District and Health care providers pertaining to employee benefit coverage;
   - Federal and State laws and regulations relating to Employee Benefits;
   - Benefit program administration, including enrollment, eligibility and claim processing;
   - Principles and procedures of Unemployment Compensation claim processing;
   - COBRA (Consolidated Omnibus Budget Reconciliation Act);
   - HIPAA (Health Insurance Portability and Accountability Act);
   - FMLA (Family Medical Leave Act);
   - CFRA (California Family Rights Act);
   - ADA (Americans with Disabilities Act);
   - Types of employee benefit and insurance programs.
5. Ability to:
   - Establish and maintain effective and efficient working relationships with staff at all levels of
     the organization and the general public;
   - Communicate effectively both orally and in writing in a courteous and effective manner;
   - Administer the Employee Benefit and Unemployment Compensation programs for the
     District;
   - Provide technical information and assistance to employees regarding benefit programs;
   - Counsel employees regarding benefits and unemployment compensation process;
   - Retrieve data using a computer; utilize word processing, spreadsheets and other software;
   - Maintain confidentiality of sensitive and/or confidential matters;
   - Interpret, apply and enforce a variety of laws, rules, regulations and other guidelines
     pertaining to benefits administration and unemployment compensation;
   - Effectively resolve problems, issues and concerns;
   - Research and compile information and data and prepare reports;
   - Work with a significant degree of independence in carrying out assigned duties;
   - Relate effectively to people of varied backgrounds.

6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural,
   disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- None

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
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- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A