



# Benefits/Retirement Administrator

*Non- Exempt*

## **General Definition of Work**

Performs intermediate professional work coordinating employee benefits and benefit information, resolving insurance benefit, reporting and reconciliation problems, providing benefit information to new and current employees, researching and analyzing insurance carriers for administration to review, ensuring employee proof of coverage and accurate billing, ensuring proper implementation of state and federal benefit statutes, conducting employment verifications for newly hired employees to ensure compliance with the Department of Homeland Security, and related work as apparent or assigned. Performs intermediate administrative work preparing and ushering employees through the application, coordination and processing of leave, disability or retirement paperwork and processes, maintaining records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Superintendent for Human Resources.

## **Qualification Requirements**

Bachelor's degree with coursework in human resources, business administration, or related field and considerable experience working with employee benefits administration, or equivalent combination of education and experience.

## **Knowledge, Skills and Abilities**

- Thorough knowledge of insurance benefit programs and related district, state or federal policies, procedures, laws, rules and guidelines.
- Thorough knowledge of benefit marketing methods, procedures and techniques; general knowledge of research methods and techniques.
- General knowledge of the district organization and procedures.
- Ability to implement and evaluate benefits programs.
- Ability to facilitate new or existing employee enrollment and changes.
- Ability to reconcile billing statements to employee data
- Thorough knowledge of retirement and disability benefit programs and related district, state or federal policies, procedures, laws, rules and guidelines.
- Thorough knowledge of the Family Medical Leave Act (FMLA) policies, procedures, laws and regulations.
- Thorough knowledge of the Affordable Care Act (ACA).
- Ability to operate standard office equipment and related hardware and software.
- Ability to operate standard payroll and human resource information systems.
- Ability to learn specialized software related to business need.
- Ability to operate cooperatively with other departments.
- Ability to prepare applicable records, reports and documentation.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with staff, contract service providers and the general public.

## **Salary**

Pay Grade 69

## **Reports to**

Assistant Superintendent of Human Resources

## **Essential Functions**

- Administers insurance plans in compliance with carrier policies, ACA, HIPAA, COBRA, FMLA and Section 125 Cafeteria benefits regulations.
- Enter employee health plan enrollments and dependent information into Worxtime system. Run quarterly data capture from the State Health Plan website of all employee/dependent participants to support Federal Affordable Care Act (ACA) requirements.
- Assist Worxtime with the yearly data preparation and distribution of the federally required 1095-C forms.

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- Creates periodic Request for Proposals (RFP's) to ensure we are getting the best insurance coverage at the best price.
- Conducts new employee payroll/benefits orientations as often as needed to ensure employees are established in payroll and enrolled in insurance plans in a timely manner.
- Assists employees with enrolling in insurance plans including medical, dental, vision, life and voluntary supplemental plans.
- Calculates premium adjustments and completes weekly payroll uploads to LINQ for insurance payroll deductions for initial enrollments, changes and discrepancies.
- Facilitates the annual enrollment processes for employees in insurance and cafeteria plans.
- Performs monthly enrollment and premium reconciliations for insurance plans to ensure accurate eligibility and payment information.
- Meets with insurance broker to maintain the quality plans and customer service for our employees.
- Maintains up to date benefits material that is listed for all insurances in the employee handbook, recruitment materials and general handouts.
- Distributes documents including annual enrollment packets, change forms, flyers, booklets, identification cards, etc. for the purpose of providing information and proof of insurance.
- Maintains a variety of insurance records including carrier contracts, and employee records for the purpose of providing an up to date reference and audit trail.
- Assists employees with filing supplemental short-term disability claims; completes necessary forms and monitors claims status.
- Assists beneficiaries with death claims; responds to beneficiaries; completes and processes forms; monitors claim status.
- Prepares and creates various reports using carrier software, excel spreadsheets and other means for audits and required reports.
- Participates in meetings, seminars and workshops to stay up to date on plan or federal regulation changes.
- Investigates and resolves difficult or sensitive insurance problems.
- Performs routine clerical tasks to maintain a complete insurance records.
- Administer and coordinate retirement and disability programs for employees.
- Counsels employees on eligibility for retirement and disability benefits, processes, forms and procedures.
- Educates employees on different aspects of their benefits and how they work while the employee is on disability.
- Calculate years of retirement service credit; projects accruals for retirement service credit.
- Collects, completes and reviews necessary forms for completeness; processes retirement applications.
- Maintains employee retirement, disability and leave data in various data sources.
- Notifies payroll of employee's retirement, FMLA leave or disability status.
- Schedules and coordinates pre-retirement planning sessions and retirement "Celebration of Service" event.
- Assist the Retirement System with audits as requested.
- Manage and administer the entire Family Medical Leave Act (FMLA) process.
- Send all required FMLA notices.
- Coordinate short-term and long-term disability leaves in conjunction with FMLA.
- Act as liaison between employee, their supervisor, Payroll, and insurance company when leave transitions to short-term disability.
- Analyzes disability application, medical reports and other documents to determine disability.
- Calculates dates to determine pertinent dates and amounts for disability to include last day worked, last day exhausted leave, date doctor wrote out, first day of waiting period and first day of STD.
- Provides counseling on disability issues pertaining to sick leave, annual leave and related leaves including workers comp. and retirement.
- Assists employees with benefits coordination including, health benefits, vision, dental, life, etc.
- Communicates with employees regarding the status of application.
- Identifies and resolves issues with disability claim.

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- Prepares correspondence to employees, medical professional, supervisors, manager, etc. as necessary to obtain needed information.
- Manages payment process ensuring updated documentation has been received.
- Assists the Retirement System with the determination of disability case, including collection of necessary documents,
- Collect voluntary shared leave donated days; ensures donated days are eligible to be donated to the employee in need while on FMLA leave.
- Administers and maintains required employee training modules in SafeSchools.
- Prepares quarterly reports from SafeSchools on employee compliance.
- Acts as a back-up to the Risk Manager with Worker's Compensation injuries and claims.

### Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Work occasionally requires standing, walking, stooping, kneeling, crouching or crawling with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of spoken work; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

None.

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.