



## CLASSIFIED BENEFITS COORDINATOR

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### Position Summary

The Classified Benefits Coordinator position is a bargaining unit position represented by OSEA which will have responsibilities and qualifications as assigned by the Classified Joint Benefits Committee (JBC) in section 17.6. of the District 4J/OSEA Collective Bargaining Agreement. These responsibilities and qualifications will include the following which can be changed by consensus agreement of the JBC.

### Distinugising Characteristics

This position is a result of the collective bargaining process, with duties assigned by the Classified JBC as outlined in the District 4J/OSEA Collective Bargaining Agreement. The annual salary for this position is set within the collective bargaining agreement, and is not subject to reclassification. The pay schedule for this position is in Appendix B. Step placement and advancement are subject to the terms of the collective bargaining agreement. The position has a 12-month work year and will have the same benefits and working conditions as other classified bargaining unit members in 12-month work year positions. The position is a minimum half-time within the collective bargaining agreement, and is assigned to full-time status for a minimum period of July 1, 2014 through June 30, 2015. This job description is based on a full-time (1.0 FTE) status assignment.

### Supervisory Relationship

Technical supervision by the 4J Risk Manager or designee, and general supervision by the Classified JBC.

### Essential Functions

1. Communicate with employees regarding benefits and changes in benefit plans. Draft, compose and otherwise develop communication to promote understanding of benefit plan options and wellness programs.
2. Develop, recommend, and implement JBC-approved wellness programs and plans to positively impact future insurance costs as appropriate.
3. Address employee insurance questions and concerns.
4. Serve as a resource to the Classified JBC. Create, analyze and present detailed reports and financial forecasts for the benefits committee, OSEA Executive Board, District 4J/OSEA bargaining teams, and contract management teams.
5. Participate in open enrollment activities. Collaborate with 4J Benefits Manager to create open enrollment documents specific to Classified employees.
6. Collaborate with 4J Risk Manager or designee and staff on problem resolution and project development and implementation with District carriers.

7. Ensure that employee question/concerns are promptly answered. Where appropriate, function as liaison between employee and employer; e.g., HR or Financial Services.
8. Assist Risk Manager or designee and insurance consultant with negotiation of provider contracts.
9. Serve as the Classified Employee Representative on the District Safety Committee, Wellness Committee, and other committees as directed by the Classified JBC.
10. Assist employees with retirement planning. Direct employees to appropriate planning resources, educate them regarding retiree insurance options, and assist with completion of district retirement documents.
11. Educate and inform employees about the 403(b) retirement savings incentive program; establish education/enrollment opportunities with the three authorized program vendors.
12. Educate and inform employees about Staff Development and Classified Professional Education Program (PEP) Fund; ensure that guidelines are followed and proper reimbursements occur. Maintain accurate records and report any ending fund balance as required by the Collective Bargaining Agreement.
13. Coordinate operation of the Classified Sick Leave Bank. Conduct annual enrollment, track donations and utilization, process applications with Sick Leave Bank Committee. Coordinate medical leave application process with Human Resources and, where appropriate, educate employees on Long-Term Disability options.
14. Maintains regular and prompt attendance.
15. Performs other related duties as required.

### **Required Knowledge, Skills and Abilities**

1. Detailed knowledge of all District benefit plans, including Active and Retiree Medical, Dental, Long-Term Disability, Life Insurance, Flexible Spending, Wellness, and Employee Assistance Programs.
2. General knowledge of medical insurance, contemporary health care practices, wellness education programs, and strategies for coping with change.
3. High degree of personal interest in dealing effectively with benefits issues.
4. Excellent written and oral communication skills. Knowledge of English grammar, spelling, and composition.
5. Solid research and data analysis skills. Ability to analyze and synthesize complex information and develop clear and concise reports. Good presentation skills.
- 6 Ability to work effectively with diverse groups; e.g., employees, District administration, providers, and carriers.

## Minimum Qualifications

1. Current classified employee of District with minimum of five (5) years employment with the District.
2. Competency with productivity software (Microsoft Office Suite) and district business systems, or ability to gain competence in a timely manner.
3. Graduation from senior high school or equivalent; post secondary training in financial/clerical field or equivalent work experience preferred.

## Work Environment

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	CLASBENDCD A
<b>Reviewed by</b>	<i>Joint Benefits Committee, Christine Nesbit, Associate Director of Human Resources/Labor Relations</i>
<b>Approved by</b>	<i>Karen M. Hardin, Human Resources Recruitment, Retention, Equity and Staff Development Administrator</i>
<b>Last revised</b>	<b>12/22/15</b>