



Benefits Coordinator

Department: Human Resources/District Office
Supervisor: Director of Administrative Services

Duty Year: 260 days
Status: Exempt

Position Overview & Responsibilities

The Benefits Coordinator acts as an integral member of the Human Resources/Administrative Services Department and focuses on coordinating the implementation of insurance plans and other duties as related to employee benefits including outreach and compliance.

- Manages enrollment, orientation and execution of the District's hospitalization/medical, dental, life, and long-term disability plans.
- Serves as District interface with insurance carriers for employee enrollment and eligibility management.
- Communicates employee insurance election and employee benefit/deduction codes to payroll.
- Facilitates insurance plan issues for plan members.
- Interprets benefit sections in all bargaining unit contracts and determines eligibility.
- Serves on the Insurance Committee and Wellness Committee.
- Administers COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985), HIPAA (Health Insurance Portability and Accountability Act of 1996), and FMLA (Federal Family Medical Leave Act of 1993).
- Conducts annual insurance information sessions and open enrollment periods for the health and dental plans for all staff members.
- Verifies health and dental insurance billing statements with District enrollment data to ensure accuracy of enrollment and payroll interface.
- Manages District post-employment insurance payments, record keeping, eligibility tracking and communication.
- Maintains monthly VEBA deposit spreadsheet; verifies with payroll and sends to plan administrator.
- Serves as District contact for Third Party Administrator of Flexible Spending Accounts.
- Processes Flex enrollments into finance system and with TPA and verify semi-monthly payroll deductions for participants.
- Administers benefit program for staff on approved leaves of absence.
- Coordinates District wide health promotion information and activities. Serves as resource for site-based health promotion activities. Serves as Administration Building health promotion site coordinator.
- Maintains current master retiree list and updates Finance Retiree list for budget process.
- Responsible for FMLA and extended leaves of absence.
- Facilitates and tracks employee medical and physical documentation.



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- Administers 403b retirement planning.
- ACA and GASB75 reporting and other state requirements.
- Initiates long-term disability claims with employee and carrier.
- Processes county health and welfare forms as requested by staff.
- Updates benefits related information on District website.
- Maintains confidentiality of all department material and insurance benefit information.
- Assists with HR priority project implementation.
- Administers and facilitates new employee orientation and onboarding processes.
- Participates in professional and career development as directed by the Director of Administrative Services including trainings and participation in applicable professional networks.
- Will work under the immediate direction of supervisor in implementing due diligence and organizational/strategic reviews of benefits plans on a periodic basis.
- Performs duties as assigned by the Director of Administrative Services.
- Performs other related duties as assigned.

Requirements & Qualifications

Post-secondary schooling in business management or a related field with three years of job related experience. College degree is preferred.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the Director of Administrative Services and with several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

Notice of Reorganization and Future Job Description Update

During an interim re-organization that may be extended for several months, some of the processes, workflow, and job assignments identified above may be subject to change and will be under review by administration. An updated job description will be examined within twelve (12) months. Any significant changes in essential functions or minimum job expectations over his period will be communicated to the Employee and implemented in a reasonable and gradual manner.

Equal Employment Opportunity Employer



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The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.