



DATE	November 2010
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Benefits Coordinator
 DEPARTMENT/DIVISION: Workforce Services
 REPORTS TO: Workforce Services Director

SUMMARY: Responsible for benefit administration, including but not limited to; benefit administration, retirement, deferred compensation, Wellness Club, employee health clinic and TMRS and all other forms of employee benefits. Conducts professional level human resources activities related to area benefit administration and may assist with other human resources activities as needed. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Administers benefit plans
- Assists employees with benefits questions and issue resolution
- Analyzes total compensation and evaluates benefit options for the organization
- Analyzes impacts to changes in benefits (including compensation and the health benefits,
- Analyzes and studies the health care and benefit market to determine success of current practices and recommends new practices
- Implementation and administration of employee health clinic
- Administers the employee Wellness Program
- Administers the deferred compensation plans
- Assists in the annual department budget preparation
- Provides professional staff support to City departments, which includes interpreting laws, regulations, rules and policies related to human resources programs.
- Researches and analyzes various human resource related information or situations and recommends appropriate action based on findings.
- Researches, compiles, analyzes and prepares various reports related to City, departmental, and/or programmatic operations and activities.
- Manages assigned contract terms and agreements. Evaluates the work of external contractors and authorizes payments.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable human resource program management principles, practices, methods and procedures;
- Knowledge of benefit administration practices and trends in the field of the total compensation and benefit administration.
- Knowledge of applicable Federal, State, and local laws, rules and regulations;
- Knowledge of mathematical and general statistical principles;

- Skilled in developing and assessing human resources programs
- Skilled in conducting research and preparing related reports
- Skilled in responding to changing situation and needs;
- Skilled in collecting and analyzing data
- Skilled in administering human resource programs
- Skilled in resolving conflict;
- Skilled in planning and implementing projects;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in handling and maintaining sensitive and confidential information;
- Skilled in providing customer services;
- Skilled in gathering and analyzing information and making recommendations based on finding and in support of organization goals;
- Skilled in operating a computer and related software application;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources, General Business Administration or related field with one year of Human Resources or claims and self-funded benefit experience.
Or
- Five years of Human Resources or claims and self-funded benefit experience.

PREFERENCES:

- Experience with administering self-funded benefit plan.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.