

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Benefits Coordinator	BAND/LEVEL:	Prof I
DEPARTMENT:	Human Resources	JOB NO:	3045
DIVISION:	Employee Benefits	DATE:	8/31/2015
REPORTS TO:	Manager, Human Resources	FLSA STATUS:	NE
FULL-TIME: XX	PART-TIME:	TEMPORARY:	COST CENTER: 191

REPLACES: Benefits Coordinator

DATE: 2/17/2014

JOB SUMMARY STATEMENT: Responsible for coordinating all aspects of employee benefit plans (i.e., health, dental, life, long-term care, short-term disability, wellness, employee assistance program, and Section 125 plans) that includes conducting new hire orientations; day-to-day administration; handling inquiries about eligibility, changes, enrollments, and benefit plan interpretation; coordinating the benefit renewal process including all activities associated with an annual open enrollment; and ensuring that contracts, plan documents, and amendments are maintained and disclosed as necessary. Also responsible for communicating benefit plan information, staying current on federal, state, and local issues involving employee benefits, and ensuring that the City's benefit plans comply with city, state, and federal regulations.

DUTIES AND RESPONSIBILITIES:

1. Provides day-to-day administration of benefits programs. Responds by phone and in person to employees and providers with questions concerning eligibility, changes, enrollments, plan design, and benefit plan interpretation.
2. Coordinates the benefits renewal process that includes selecting a benefits consultant; reviewing quotes and offers; developing and presenting staff recommendations to the appropriate council committee; and ensuring that each plan and contract is executed within timeframes established. Also responsible for maintaining enrollments and changes to the Section 125 Plan. Coordinates annual Open Enrollment process, creates and distributes packets, schedules and conducts benefit meetings; receives and verifies accuracy of completed forms and online open enrollment elections; and submits forms and elections to insurance carriers.
3. Administers Consolidated Omnibus Budget Reconciliation Act (COBRA) and Section 125 Plan weekly reimbursements. Notifies employees and beneficiaries, coordinates enrollments, monitors eligibility, and explains plan details. Inputs and maintains database of all COBRA participants and employees in out-of-pay status. Tracks and ensures receipt of premium payments and proper accounting of those payments.
4. Conducts functions necessary to ensure that insurance premiums for all of the City's benefits are remitted accurately and on time. Reconciles insurance registers against payroll registers and insurance billing statements. Generates check requests or automated clearinghouse transactions. Maintains required documentation to provide accountability for City funds.
5. Inputs and maintains database of retirees and the City's subsidy for their continued insurance benefits. Tracks and ensures receipt of premium payments and proper accounting of those payments.
6. Assists in the day-to-day administration of retirement plans. Assists with participant education for retirement plans, including, KPERs, MEPP, KP&F, and the 457 Compensation Plans by serving as back-up to the Benefits Assistant.
7. Inputs and maintains KPERs and KP&F retirement applications, applications for disability, service purchases, and life insurance claims.
8. Performs new employee, first-day orientations. Explains all related paperwork and information and assists employees with their portion of insurance-related information and then completes City's portion with necessary information.
9. Develops and coordinates distribution of annual employee benefit statements. Creates document outlining value of employer-provided benefits and compensation. Communicates important need-to-know information concerning employee benefits using appropriate mediums such as newsletters, voicemail, email, memos and flyers. Maintains and updates benefit summary brochure used in recruiting.

10. Stays current on federal, state, and local legislation affecting employee benefits and assures that City plans comply with regulations.
11. Coordinates the city's wellness program which includes scheduling biometric screenings and educating employees regarding the City's Health Smart Rewards Program; and communicating with employees about overall better health through articles and educational programs.
12. Coordinates day-to-day administration associated with the City's employee assistance program. Reviews utilization reports; assures up-to-date information is available through the City's intranet site; processes monthly invoices; and schedules quarterly training sessions.
13. Inputs benefit enrollment and maintenance information in Human Resources Information System (HRIS).
14. Directs and oversees the Benefits Assistant work assignments, as needed, during Open Enrollment, wellness programs, special events, data entry, and day-to-day administration of the City's insurance benefits.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS

Bachelor's degree in business administration, a related field of study, or an equivalent combination of formal education and work experience is required.

EXPERIENCE

Three years of human resources or administrative experience with preference given for experience in benefits. Advancement toward Certified Employee Benefits Specialist or Certified Benefits Professional is desirable.

SKILLS:

1. Excellent oral and written communication
2. Good listening skills
3. Must have working knowledge of windows-based word processing and spreadsheet software applications.
4. Manual dexterity
5. Reading
6. Independent judgement
7. Must be flexible and adaptive to the work environment and assignments.
8. Data entry
9. Effective presentation skills are a must

MENTAL REQUIREMENTS:

1. Ability to recognize and protect confidential information
2. Logical reasoning; sound judgement; and the ability to deal with sensitive situations in a tactful, empathetic manner
3. Ability to learn and understand PC software applications
4. Ability to work in a hectic environment with many interruptions
5. Concentration
6. Alpha and numeric recognition
7. Ability to read and comprehend City policies and employee benefit plan documents

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Hand and eye coordination adequate to input data into computer
3. Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screen
4. Ability to operate copy machine, facsimile, paper shredder, computer printers, and office equipment
5. Ability to sit and be attentive for extended periods

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

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 assigned to this job.