

<b>Job Title:</b>	Benefits Coordinator	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Director Employee Benefits	<b>Pay Grade:</b>	308
<b>Dept./School:</b>	Human Resources	<b>Date Revised:</b>	February 27, 2020

**Primary Purpose**

Perform moderately complex duties in support of department. Coordinate projects and assignments daily. May provide guidance or direction to other paraprofessional employees. Tasks are diverse and require frequent use of individual analysis and judgment. Work under limited supervision.

**Qualifications****Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Technology knowledge/background preferred

**Special Knowledge/Skills**

- Passing scores on the district clerical tests
- Proficient typing, word processing, and file maintenance skills
- Considerable knowledge of accounting and general office procedures
- Ability to solve practical problems and deal with a variety of issues related to benefits
- Ability to explain and demonstrate work to assist supervisor in orienting and training less knowledgeable employees
- Ability to determine issues that require interpretation of or guidance of exceptions to policy and procedure or which need to be directed to another level
- Ability to use personal computer and business software (i.e. Word, Excel, Access, AS/400 Hardware) for word processing and to develop spreadsheets and databases
- Demonstrated knowledge in the area of employee benefits including, but not limited to, health care Plans, retirement plans, annuities 403 (b), 3121 FICA Alternative, 457 Tax Deferred Programs, Section 125 (cafeteria plan), flexible spending accounts, vision, dental, disability/income protection plans and other ancillary plans as may be sponsored by the District
- Ability to coordinate projects with TIS staff.
- Ability to apply analytical thinking to solve problems and communicate effectively with TIS.
- Ability to understand and interpret rules and regulations
- Excellent organization, communication, public relations, and interpersonal skills

**Experience**

Five (5) years experience in employee benefit programs including retirement programs

**Major Responsibilities and Duties**

1. Set up and maintain files and record management systems; research files to compile reports.
2. Compose reports, correspondence, memoranda and type confidential letters for assistant director and director.
3. Respond to phone inquires on policies and procedures regarding retirement benefits or other benefit programs.
4. Provide administrative support to assistant director or director for various special projects regarding benefit programs.
5. Coordinate project deadlines and tracks project status with report to assistant director and director.
6. Coordinate with staff to identify materials, equipment, and supplies needed for special projects.
7. Coordinate with campus administrators to ensure benefit programs are met.
8. Answer questions covered by policies and coordinates with the third-party administrator, company representatives, TIS, employees, and insurance staff, regarding eligibility and benefits under health, life, dental programs, and other ancillary benefit programs.
9. Develop and maintain various benefit databases.

10. Schedule, arrange, and prepare documentation for meetings as required by assistant director and director.
11. Assist employees/retirees with technically or administratively intricate medical, dental, vision, life, and supplemental insurance issues.
12. Assist employees, retirees, or their family members with questions, processing of required paperwork (claims, salary, and service verifications, etc...) regarding individual benefits.
13. Provide support to projects or activities as assigned by assistant director and director.
14. Read and route incoming mail for the department.
15. Prepare recurring, special results for status reports as requested.
16. Explain, transmit instructions, and demonstrate work to other employees under the assistant director and director's supervision.
17. Assist employees with retirement benefits; maintain active and retiree database and files assist employees with TRS forms and assists with exit interviews.
18. Process TRS information requests to include salary and service verifications and resolves service complaints by communicating with TRS and employees.
19. Assist with compliance issues related to Section 125, HIPAA, FMLA, COBRA, 403 (b) and 457 Tax Deferred Plan.
20. Resolve eligibility issues for employees in coordination with benefit plan vendors.
21. Communicate benefit changes and update to employees through fliers, district newsletter, email blasts and other related communication vehicles.
22. Prepare purchase orders for payment of contractual services and oversee budget reconciliation of accounts.
23. Coordinate annual enrollment to include scheduling of locations for activities, notification to vendors, development, and coordination of enrollment materials.
24. Coordinate specific work requiring the participation of other departments.
25. Maintain confidentiality regarding personnel information.
26. Uphold and adhere to District's safety rules, policies, and procedures.
27. Performs other duties as assigned by supervisor.

**Supervisory Responsibilities**

May supervise schedules and work assignments of other benefit staff under direction of assistant director and director.

**Equipment Used**

Telephone, personal computer, printer, fax machine, copier, typewriter, adding machine, and calculator.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Occasional prolonged and irregular hours. Repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.