

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

BENEFITS COORDINATOR

FLSA STATUS: NON-EXEMPT – PAY GRADE: 16 – C

GENERAL STATEMENT OF JOB

The Benefits Coordinator will assist with the daily administration of various employee benefit plans and provide administrative support requiring specialized knowledge of insurance, costs, procedures and practices/processes. This role also will provide general administrative support to the benefit's department. Employees in the position provide customer service and assistance regarding insurance coverage and plans, and employee benefits orientation and administration processes. Incumbents generally participate in cross training to ensure sufficient coverage in all areas of benefits functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinate and monitor benefit plans

Responds to routine inquiries concerning benefit eligibility and benefit deductions

Maintains working knowledge of benefit plans, policies, and compliance. Create and maintain Benefit's Office procedure manual.

Assists with required reporting.

Coordinate annual open enrollment and other events.

Assists with related special projects as needed.

Performs other duties as assigned by the Director of Compensation and Benefits.

Respond to college wide benefits questions and requests.

Review and process online enrollment through PeopleSoft; and work closely with the Payroll Department with the administration of benefit related deductions and optional benefits.

Updating and distributing information to employees regarding benefit policy changes.

Conduct audits and resolve issues with benefits carriers, invoices and state auditors, as directed.

Provide support in the planning and implementation processes for the development of college goals and procedures as they relate to insurance benefits/functions, i.e, financial planning seminars, total compensation booklets and benefits summary.

Maintain open communications with insurance providers, employees, payroll and other college departments.

Provide up-to-date information and forms for employees and assist with updating the People Soft information system.

Coordinate retiree benefit enrollments.

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Maintain current working knowledge of federal laws (HIPAA, FMLA, COBRA) and Section 125, etc., guidelines. As part of your job responsibilities, you will create, receive, or review certain Protected Health Information (PHI). Under the HIPAA Privacy Rule, you should use and/or disclose PHI only as permitted or required to do your job, to use all reasonable efforts to maintain the security of the PHI, and to prevent the unauthorized use and/or disclosure of the PHI. You should also maintain PHI as confidential, and not divulge such information to any unauthorized third party for which PHI was not intended

Assist with new employee benefits orientations and the initial online benefits enrollment process.

Coordinate and maintain benefits department filing systems and employment documents for personnel records, claims, policies, medical records, unemployment insurance, etc.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the Director of Compensation and Benefits.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

High school diploma and at least two (2) years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of three (3) years of progressively responsible experience in providing administrative support for benefits administration. A working knowledge of PeopleSoft and the Florida Retirement System.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using

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prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/15; 2019