



## **BENEFITS COORDINATOR / HUMAN RESOURCE SPECIALIST**

**Reports to:** Manager, Human Resources Operations

**Dept:** Human Resources

**Range:** 29

**FLSA:** Exempt

**EEO:** Professional Nonfaculty

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

Under general supervision, responsible for the administration of the district's benefits, wellness and retirement programs; process workers' compensation claims and coordinate the Return to Work program; provide technical and administrative support to the Directors of Human Resources and Director of Risk Management/ADA Coordinator; serve as the functional lead for various department systems; and performs lead-level duties.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Oversee and perform the administration of the district's benefits program; confer with benefits brokers, JPA and Benefits Consortium, insurance carriers, claims adjusters and providers of medical services as needed to effectuate plan renewals, coverage and eligibility changes; develop and administer the district's fringe benefits and other insurance programs including coverage, premiums, claims processing, and plan requirements; identify and evaluate issues and make recommendations to Fringe Benefit Committee regarding plan design and/or administrative changes in accordance with the district's strategy and goals for its benefits program.
2. Responsible for benefit plan administration to ensure compliance with federal and state regulations, plan documents and labor agreements; interpret legislative and contractual requirements regarding benefits administration.
3. Chair the District's Fringe Benefits Committee; compile census data and provide to broker to obtain rate quotes on potential new plans; prepare and present benefits research and rate quotes to inform recommendations for changes in benefit program; prepare preliminary benefit program cost estimates; present recommendations to the board.
4. Ensure district compliance with provisions of the Health Insurance Portability and Accountability Act (HIPAA), COBRA and Affordable Care Act (ACA); stay abreast of all state and

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federal regulatory requirements and implement changes as appropriate; facilitate generation of 1095-C tax forms to employees; oversee and perform COBRA plan administration.

5. Plan and implement annual open enrollment processes and meetings for employees, board members and retirees as needed to present new benefit options; prepare communication materials and conduct benefit orientations and enroll new employees; answer questions and resolve problems relating to employee benefits; facilitate the setup of employee benefit selections; ensure that eligibility criteria is met and appropriate application for and/or enrollment in benefits have been completed; provide COBRA notifications.
6. Provide required claim forms to and referral of injured workers to designated providers for evaluation and treatment; authorize initial treatment; act as liaison between the Director and workers' compensation carrier to assist in the processing of claims; collect and report leave information to Payroll and third-party administrator to ensure leave is accurately tracked; coordinate employee return to work including relaying work restrictions and facilitating discussions related to accommodations and/or modified duties.
7. Train and provide lead-level work direction to department staff including processing of new hires, which requires detailed knowledge of district policies/procedures and the state education code; monitor for compliance with district hiring requirements such as fingerprint clearance, transcript verification, employment eligibility verification; process hire papers; assist in the determination of initial salary placements; oversee preparation of monthly personnel report for Board agenda.
8. Prepare and send written notification to employees regarding their rights under the Family Medical Leave Act (FMLA); track employee leaves and ensure medical certifications and medical releases are received; counsel employees and determine employee eligibility for various types of paid leave benefits.
9. Serve as the PeopleSoft functional lead for the Human Resources department; make system and module modification recommendations to the Director to increase the functionality of the HRIS system to meet the department's needs; serve as liaison between the Human Resources staff, Payroll and AIS departments to solve issues or problems and coordinate changes in the system to best utilize the data; set up HRMS tables, panels and fields as needed; train users on use of various department systems; develop business process modifications and determine strategic solutions that may be technological, computer process-based; determine and coordinate with the Manager and AIS Department security clearance to personnel data for other end users as the need arises.
10. Coordinate employee Wellness Program including budget development, coordination with vendors, maintain website and other employee communication materials; plan and conduct annual Health Expo.

**OTHER DUTIES:**

1. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

1. Principles, practices, methods and techniques of benefit program design and administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan recordkeeping.
2. Human resource policies, procedures and practices related to hiring, compensation, benefits, leaves and related functions.
3. Federal, state and local laws and regulations governing the administration of pre- and post-tax benefit plans and maintenance of plan and employee records.
4. Standard employee benefit plans and coverage provisions and requirements.
5. State of California Labor Code and workers' compensation law.
6. Functions and operation of district HRIS systems and modules.
7. Payroll and audit methods and procedures.
8. Applicable sections of the state education code and other applicable laws.
9. ACA, COBRA and HIPAA Portability and Certification Regulations.
10. Principles and practices of sound business communication.
11. Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
12. District human resources policies, working condition manuals and labor contract provisions.

**ABILITY TO:**

1. Understand, interpret, explain and apply complex insurance and benefit plan laws, regulations, contract provisions, policies and procedures.
2. Understand, interpret, explain and apply provisions of workers' compensation, benefits and retirement regulations.
3. Analyze complex benefits issues, evaluate alternatives and make appropriate decisions and recommendations.
4. Organize, set priorities and exercise sound, independent judgment within area of assigned responsibility.
5. Make calculations and tabulations and accurately process and review fiscal and claims-related documents.

6. Maintain confidentiality of district and personnel files and records.
7. Compile and analyze statistical information utilizing complex spreadsheets and databases and advanced database reporting techniques.
8. Communicate effectively, both orally and in writing.
9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
10. Represent the district effectively in negotiations and dealings with employees, benefit providers and the public.
11. Present proposals and recommendations clearly, logically and persuasively.
12. Operate a computer and standard business software including HRIS systems and databases.
13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a major in human resources, business administration or a closely related field, and at least two years of progressively responsible experience in benefits administration; or or an associate's degree in business administration or a closely related field and six year's experience. Experience in a community college is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to regular and temporary staff.

**CONTACTS:**

District administrators, faculty, staff, students, applicants, other college and community organizations, benefits providers, broker representatives and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.