

BENEFITS COORDINATOR

Position Code: 2340

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 356

Location: Human Resources

Approval Date: 2023

General Statement of Duties

Performs a variety of responsible professional work in the areas of benefits and wellness program administration.

Distinguishing Features of the Class

An employee in this class administers human resources functions. Work involves following detailed and numerous steps and other related activities in applying applicable federal and state laws and specific human resources procedures and guidelines, in gathering and compiling information, processing FMLA requests, retirement applications, and benefits administration. Work also involves the coordination of the Town's wellness program. Guidance is received as new or unusual situations occur. Most contacts are with Town employees, vendors, and other local government entities in the gathering and transmittal of information. Work is performed under general supervision and is reviewed for adherence to laws and procedures, customer service, and accuracy.

Duties and Responsibilities

Administers the Town's benefits program including coordination of open enrollment meetings and communication, processing open enrollment changes, assisting employees with benefits questions; mitigating benefit issues; updating benefits records and benefit census information, and liaising with benefits vendors. Enrolls new employees, processes changes for existing employees, and un-enrolls employees from benefits program; provides information on continued insurance coverage, retirement refunds, roll-overs, etc. Presents benefit information at new employee orientation.

Ensures the timely completion of various reporting requirements such as ACA reporting and form distribution and the completion of Form 720 for PCORI fee payment.

Participates in various benefit surveys in order to capture and report benchmark information from surrounding municipalities.

Ensures strict confidence of employee actions, benefits, information received and employee files.

Assists employees with the retirement process including answering retirement questions, providing retirement benefit estimates, and completing and submitting retirement applications.

Generates various reports from Munis and benefit vendors as requested or required.

Coordinates the Town's Wellness program and activities, including but not limited to, co-leading the wellness committee, planning and executing the Health & Safety Fair in collaboration with internal and external partners, planning and coordinating annual wellness events, and coordination of the flu clinic annually

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of Town policies and procedures related to Personnel Policy and procedures.

Considerable knowledge of benefits administration laws, regulations, methods, and procedures.

Considerable knowledge of the HRIS/Payroll components of Munis software.

Considerable knowledge of general office equipment and software including Microsoft Office products including Excel, Outlook, and Word.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Knowledge of federal and state employment laws.

Knowledge of the Family and Medical Leave Act.

Knowledge of the laws and regulations related to human resource management and employee actions.

Knowledge of arithmetic and its uses in general office work.

Proficient skills in Microsoft Office products, particularly, Excel, Word and PowerPoint.

Ability to maintain the confidentiality of employee information.

Ability to use judgment to apply selected policies and procedures maintaining and processing personnel transactions.

Ability to gather and compile personnel information from potential or present employees and to conduct research.

Ability to communicate effectively in person and by telephone.

Ability to gather and give basic information and instructions on departmental programs based on inquiries.

Ability to arrange and place records, reports and files into a proper sequence.

Ability to establish and maintain effective working relationships with the general public, supervisors, applicants, vendors, and employees.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally; and/or a negligible amount of force frequently or constantly to move objects. Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proofread materials, and do extensive reading.

Minimum Education and Experience

An Associate's degree in human resources or business administration and one to three years of human resources experience; or an equivalent combination of education and experience.