

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### COORDINATOR-BENEFITS

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#### **DEFINITION:**

Under the direction of the Director- Human Resources, plan, organize, coordinate and implement the District's employee benefits programs and services; resolve issues related to insurance, retirement, reporting and reconciliation; provide information to new and current employees and/or providers; research providers for administrative review; ensure employee proof of coverage and accurate billing.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and implement the District's employee benefits programs and services; perform a variety of specialized and technical duties in support of employee benefits programs including enrollment, data collection, record-keeping and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits; administer insurance benefits plans, payments, coverage and ID cards
- Perform various enrollment activities; assist employees with completing enrollment processes; evaluate enrollment according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate.
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, enrollment options, eligibility, coverage and claims; respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations; conduct workshops and meetings as required.
- Troubleshoot and resolve employee issues and concerns regarding benefits; research information as necessary; prepare and distribute correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures and related information; provide employees with related informational materials; refer staff to outside resources as appropriate.
- Input employee, benefits and a variety of other data into an assigned computer system; maintain automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.
- Serve as a liaison between personnel, insurance brokers and benefit plan administrators; collaborate with staff, brokers, providers and others to assure accurate and timely delivery of employee benefits to employees; review renewal contracts and resolve discrepancies with brokers.
- Receive, process and assure accuracy and completeness of documentation concerning new personnel, transfers and terminations; update employee records as appropriate; notify employees of changes in status and eligibility as needed.
- Process and investigate insurance claims; advise employees of policy provisions and claims procedures; prepare required documentation and determine claim eligibility; resolve claims issues as needed.
- Compile information and prepare and maintain a variety of records and reports related to employee information, benefits, rates, retirements, terminations, insurance plans, contracts, payments, financial activity and assigned duties; establish and maintain filing systems.
- Prepare billing audits for outside services and carriers such as medical, life, disability, vision and dental agencies as assigned; prepare projections of employee benefits costs; monitor and audit designated accounts as assigned; reconcile billings.
- Communicate with personnel, insurance providers, brokers and various other outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Coordinate fingerprinting scheduling, print and perform live scans.
- Operate a variety of office equipment including a calculator, computer and assigned HR/Payroll software.
- Attend various assigned meetings and conferences.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business or a related field and three (3) years increasingly responsible experience working with employee benefits programs.

Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- SHRM certification (desired).
- Criminal Justice Fingerprint/Background Check Clearance.

Knowledge of:

- Methods, practices, terminology and procedures used in benefits administration.
- Employee benefit packages and insurance programs.
- Summary plan descriptions, vendor contracts and related forms.
- Accounting practices, procedures and terminology.
- Processing of various insurance claims.
- Employee benefits enrollment practices and procedures.
- Collective bargaining agreements and procedures.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Preparation, review and control of assigned accounts.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Applicable medical terminology related to benefits administration.
- Oral and written communications skills.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Mathematical computations.

Ability to:

- Plan, organize, coordinate and implement the District's employee benefits programs and services.
- Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities.
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.
- Process, evaluate and assist employees with the completion of enrollment forms.
- Troubleshoot and resolve employee issues and concerns regarding benefits.
- Perform a variety of accounting duties including fund disbursement and accounts receivable functions.
- Serve as a liaison between personnel, insurance brokers and benefit plan administrators.
- Prepare and maintain permanent employee benefits records and files.

- Update records and notify personnel with changes in employment status.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Type and enter data at an acceptable rate of speed.
- Arrange and conduct enrollment interviews, seminars and orientations.
- Make arithmetic calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Prepare and maintain a variety of records and reports.
- Operate standard office equipment including a computer and assigned software.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time.
- Repetitive hand/body motions.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.

Hazards:

- Contact with dissatisfied individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Exempt**

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