

Benefits Coordinator

Dept: Human Resources

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult administrative work administering the County's employee benefits programs, managing communication with employees, and related work as apparent or assigned. Work is performed under the supervision of the Human Resources Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Administers the County's leave programs (except workers' compensation); provides information and notices to employees and management; tracks leave in accordance with federal and county policy.
- Maintains confidential employee files and ensures compliance with state and federal regulations concerning benefits and recordkeeping, including compliance with the Health Insurance Portability and Accountability Act.
- Responds to questions and inquiries on county benefits, specialized terms and assists in resolving claims.
- Conducts employee orientation and termination meetings; prepares new employee packets; administers retirement benefits, including the LEO Pension Fund.
- Maintains on-line records with vendors and consultants.
- Collects, verifies and routes timesheets to payroll; reports changes in deductions and/or additions.
- Creates and maintains various human resources related files, records and reports.
- Assists with submitting benefit related reports to outside agencies, county departments and brokers.
- Manages the employee service award program.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of personnel policies and procedures; comprehensive knowledge of Federal, State and County regulations; thorough knowledge of state regulations regarding the release of employee files; thorough skill in the use of standard office equipment, hardware and software such as MS Word, Excel and PowerPoint; ability to present ideas effectively, both orally and in writing; ability to compute rates, ratios and percentages; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to prioritize work; ability to apply established policies, practices and procedures; ability to establish and maintain effective working relationships with county officials, associates and the general public.

Education and Experience

Associates/Technical degree in human resources, accounting, finance, or related field and three to five years experience working in public administration, accounting, human resources, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to

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perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date