

City of Mission Job Description

Job Title: **Benefits Coordinator**



Classification: **Exempt - Administrative**

Department: Human Resources

Division: Benefits Administration

Supervisor: Human Resources Director

Effective: 04/01/2010

**I. JOB SUMMARY**

Responsible for the employee insurance benefits program(s) under the direction of the Human Resources Director. Establish and administer benefits protocols, policy and procedure in group health, group dental, group life, group long term disability, E.A.P., vision, and other voluntary employee supplemental insurances. Conduct employee benefits new hire orientations and exit interviews thereof. Coordinate submission of paperwork to Finance/Payroll in a timely manner for employee deductions. Responsible for reconcile of all insurance invoices and payments thereof. Oversee processing of all incoming insurance forms, changes and updates, filing, etc... Use initiative and judgment in discussing insurance issues with the employees and the ability to communicate with the employees. Assist in the activities related to the employee insurance benefits with awarded companies under the direction of the Human Resources Director.

**II. EDUCATION REQUIREMENTS**

- Requires a post-high school graduation beyond two (2) years equivalent to a university level education working towards a four year degree. Prefer a degree in Benefits Administration or a minimum of progressively responsible experience in Personnel/Benefits Administration. Three (3) years of experience in public service human resources and/or benefits administration can be substituted for education requirements.
- Requires a minimal of three (3) years progressively responsible experience in employee benefits and administration thereof.
- Must have knowledge of municipal operations and have the ability to work with a comprehensible and sizable budget; Prefer experience in self-funded insurance processes.

**III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" driver's license from the Texas Department of Public Safety with satisfactory driving record and no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL ABILITY REQUIREMENTS**

- Good knowledge of public service policies and procedures; laws and regulations in COBRA, FMLA, HIPPA, etc... and be able to interpret such.



- Must have extensive knowledge in insurance benefits protocols, policy and procedures.
- Adhere to City of Mission Personnel Policies and Procedures.
- Daily frequent contact with the general public; citizens, applicants, employees.
- Must be able to use reasonable tact, discretion, self-expression and working knowledge of the employee benefits, policies and procedures.
- Above average oral and written communication skills. Must be able to communicate orally in English and Spanish proficiently to follow complex oral and written instructions.
- Excellent interpersonal skills.
- Demonstrated ability to lead and develop staff member(s).
- Excellent computer skills in a Microsoft Windows environment; includes Excel, PowerPoint, Word, Publisher, database management, and record keeping.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Ability to complete tasks within specified deadlines.

**V. ESSENTIAL JOB FUNCTIONS**

- Administer employee benefits programs such as group health/medical, dental, life and disability.
- Coordinate/Schedule and Conduct in-house training sessions on Employee Benefits and City of Mission Policies & Procedures.
- Responsible for the Payroll function; process payroll, submit to finance, verify/update listings.
- Responsible for the insurance billing process.
- Attend staff meetings in absence of director.
- Supervise in absence of director.
- Keep abreast and inform the HR Director of any and all changes to the Federal, State and local laws and regulations in insurance benefits.
- Oversee maintenance of employee files of group health and dental history, correspondence, reports, amended benefits, updates and other health insurance issues.
- Responsible for processing employee health/dental garnishments.
- Coordinate personnel procedures to initiate employee benefits.
- Initiate and maintain medical, dental, life, disability and other insurance forms, claims, appeals; arrange for the completion and submission within time limits and recordkeeping of new enrollments and employee changes to various insurance carriers.
- Implement new benefit programs, employee information presentations, employee education seminars, insurance workshops and wellness screening annually.
- Maintain former and present insurance policies, agreements and contracts.
- Implement the commencement of new employee orientations.
- Perform complex clerical duties following established procedures in employee benefits.



- Comply with HIPAA Regulations. Ensure proper internal policies and procedures relating to security and privacy measures to protect personal health information from unauthorized access.
- Monitor large claims over \$10,000 and reviews insurance losses periodically.
- Prepares data and insurance documentation and agenda items for City Council meetings.
- Submission and inquiries for insurance bid specifications and quotes.
- Establish financial reports to the Insurance Health Fund, review and approve funding requests: (a.) Funding Report (b.) Census Report (c.) Life Insurance Report
- Prepare monthly premium statements for all group insurance policies.
- Prepare group health, dental and life insurance premiums reports quarterly and yearly.
- Prepare quarterly budget reports on group health insurance and life insurance.
- Conduct yearly insurance audits relating to health, dental and vision.
- Review health insurance appeals and report to the Human Resources Director.
- Perform other related duties as required and assigned by the Human Resources Director.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Attend special events when needed.

**VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Personal computer
- 10 key calculator
- Typewriter
- Printer
- CD's
- Binding Machine
- Manual Hole Puncher

**VIII. WORK ENVIRONMENT**

Exposures to the following environmental conditions are required for this job.



	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (none-weather)	X			
Working near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or caustic chemicals	X			
Toxic or caustic chemiclcs	X			
Outdoor weather conditions	X			
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise	X			

**IX. MANUAL DEXTERITY**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day to day tasks.



**X. PHYSICAL DEMANDS ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	<b>F</b>	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	<b>O</b>	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	<b>N</b>	
	76 - 100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	<b>F</b>	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	<b>O</b>	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	<b>O</b>	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	<b>N</b>	
	76 - 100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	<b>F</b>	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	<b>O</b>	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	<b>O</b>	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	<b>N</b>	
	76 - 100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%**



**NON-MATERIAL HANDLING ACTIVITIES**

Task	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
<b>BALANCING</b>	<b>C</b>	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer, tower, and printer.
<b>REACHING</b>	<b>C</b>	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
<b>STANDING</b>	<b>C</b>	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
<b>SITTING</b>	<b>C</b>	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
<b>WALKING</b>	<b>F</b>	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
<b>GRASPING</b> (w hole hand activities)	<b>C</b>	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

**N - Never O - Occasional 1-33% F-Frequently 34-66% C - Constant 67 - 100%**