

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

COORDINATOR OF BENEFITS

POSITION: Coordinator of Benefits

REPORTS TO: Assistant Superintendent of Fiscal Services and Human Resources

LOCATION: Department of Human Resources

NATURE OF WORK:

Provide day-to-day administration of employee benefit programs. This position administers the medical, dental and vision insurance programs as well as life and disability insurance. This position is also responsible for coordinating voluntary benefit plans, retirement, unemployment, worker's compensation and family medical leave act (FMLA) requests.

ESSENTIAL FUNCTIONS:

- Remains abreast of current trends in benefits and federal and state laws (such as, but not limited to Affordable Care Act, COBRA, and HIPAA administration), and retirement plans; researches and recommends new alternatives or modifications to benefits.
- Manages the daily operation of the benefit program, including administration of all insurance and retirement plans.
- Supervises benefits specialist in the administration and coordination of work.
- Coordinates and leads the health care benefits committee and worksite wellness committee; works to develop and oversee wellness programs and activities.
- Meets with carriers/vendors to discuss evolving benefits needs.
- Identifies, recommends, and implements standard operating procedures and guidelines for important functions for staff to follow (i.e. benefits under assault leave, benefits under unpaid illness or disability leave, etc.).
- Assumes responsibility of all benefits for eligible employees, including but not limited to medical, dental, vision, life, long-term-care, income protection, Section 125 plans, and 403(b) programs.
- Ensures all employees are informed of their benefits according to union agreements while helping employees understand benefits provided by SMCPSS.
- Oversees the planning of annual open enrollment and responds to inquiries regarding status changes.
- Coordinates the Other Post Employment Benefits actuarial valuation.
- Performs the calculation of the monthly premiums for all group insurance policies and maintains statistical and historical data relative to premiums, claims, and costs.
- Processes claims for life insurance or disability insurance coverage.
- Completes reconciliations and requests for payment of all benefit programs.
- Keeps up-to-date knowledge and a clear understanding of SMCPSS' health plan benefits and coverage, deductibles, employer contributions and employee premiums.
- Possess and maintain knowledge base of eligibility requirements for retirement; conducts employee counseling sessions concerning the Maryland State Retirement Agency (MSRA) to answer retirement and life insurance questions.
- Serves as the Plan Administrator for the 403(b) Retirement Plan.
- Processes paperwork for employees to request family medical leave, gathers all the necessary documentation and reviews with management for approval.
- Works through third party administrators, assists the Employee Assistance Plan and Flexible spending account vendors.
- Presents at employee orientation sessions and to the Board of Education on occasion.

- Exercises tact, courtesy and confidentiality in frequent contact with employees, vendors and representatives from outside agencies and organizations.
- Prepares, mails, and files various state and federal forms.
- Performs other duties or special projects as directed.

DUTIES AND RESPONSIBILITIES:

- Administration of COBRA.
- Developing employee benefit SOP's.
- Overseeing the maintenance of employee benefits records through on-line data terminal/work station computer input.
- Developing and projecting premium deduction schedules, monitoring and forecasting of applicable budgets and balance sheet accounts.
- Planning, organizing and directing the activities related to group health, group life, dental, vision, flexible fringe benefits and student athletic insurance programs.
- Reviewing and assuring compliance with Federal and State Statues as it affects employee benefits, developing and revising Plan Documents as needed.
- Supervising and evaluating personnel.
- Serves as an alternate on the Maryland Association of Boards of Education OPEB Trust.
- Serves as the Trustee on the Maryland Association of Boards of Education Worker's Compensation Trust.
- Coordinating the acquisition of medical, dental, vision insurance coverage and flexible fringe benefit programs. Prepares request-for-proposals and negotiation of contracts as needed.
- Reconciling applicable benefits balance sheet accounts.
- Handles inquiries about vesting and rollovers for employees who leave the SMCPS or retire.
- Manages the paperwork and recordkeeping for employees' FMLA leave.
- Communicates with employees regarding their request for FMLA, tracks applicable time off.
- Confers with payroll throughout the FMLA absence; coordinate employees' return-to-work procedures; ensure employee FMLA absence and payroll deductions are accurate.
- Forecasts benefits costing processes for negotiating collective bargaining agreements;
- Serves as a liaison between SMCPS' employees and insurance and retirement plan providers.

QUALIFICATIONS:

- Bachelor's degree in human resources management, business required, MBA preferred.
- Certified Benefits Professional or Certified Employee Benefits Specialist preferred.
- Five (5) years experience in human resources.
- Knowledge of computerized benefits system, MS Word, and Excel.
- Ability to analyze, interpret general business periodicals, professional journals, procedures and governmental regulations.
- Strong analytical skills; ability to develop and apply complex mathematical calculations.
- Possess ability and experience to coordinate several different benefits programs effectively in conjunction with other human resources tasks and assignments.
- Considerable knowledge of human resource professional management programs and current human resources laws and regulations.
- Professional oral and written interpersonal communication.
- Appropriately escalates issues when needed while being self-sufficient, working independently with limited supervision.

TERM OF EMPLOYMENT: Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range B.

BARGAINING UNIT ELIGIBILITY: SMASA