

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Benefits Coordinator	Range:	40
Date Revised:	June 16, 2010	Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a variety of comprehensive, complex and technical duties in the coordination and day-to-day administration of the District's Employee Benefit Programs.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates the day-to-day administration of the District's employee benefit programs, including medical, dental, vision, group insurance, and tax sheltered annuities; ensures compliance with COBRA and other applicable government regulations; assists in the administration of contracts and agreements and resolution of administrative problems with benefits providers and third party administrators as directed; researches and resolves problems related to benefits programs; documents and maintains administrative procedures for assigned benefit processes.
2.	Assists employees and retirees with benefit-related matters; explains benefit provisions; arranges and conducts employee information presentations including benefits orientations for new employees; responds to inquiries from employees, retirees, dependents, and external agencies regarding benefits programs.
3.	Coordinates employee benefit enrollments and terminations; determines benefits eligibility and effective dates; plans and implements open enrollment activities and other benefits-related events; processes employee benefit election forms; performs daily processing of employee benefit additions and change requests and provides appropriate follow-up communication; verifies eligibility and processes adjunct faculty health premium reimbursements.
4.	Ensures currency of benefits-related information in applicable databases; ensures timely and accurate data entry of benefits changes and additions; extracts and compiles data from information systems; prepares reports and records utilizing word processing and spreadsheet software; processes year end reports.
5.	Verifies, audits and reconciles invoices; processes vendor payments in accordance with schedules and timelines; coordinates the processing of tax sheltered annuity (TSA) contributions with third party administrators as required; coordinates with the Finance Department to ensure timely and accurate administration of the retiree benefits payroll.
6.	Prepares and processes payroll deduction forms and coordinates deductions with the Payroll Department; ensures timeliness and accuracy of payroll deductions and makes corrections and adjustments as necessary.
7.	Maintains files and statistical data related to benefits programs; ensures files and records are up to date, in order, accurate and properly documented; prepares related reports as directed.
8.	Prepares correspondence and other written materials as required; develops, updates and maintains forms, documents, records and materials necessary for implementation of benefits programs and communication of benefits information to employees; ensures timely distribution and delivery of materials; receives and routes mail.

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9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Benefits Coordinator maintains frequent contact with District employees, retirees, accounting, payroll and human resources personnel, benefits providers and benefits third party administrators.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum three (3) years experience in benefits administration or two (2) years experience in benefits administration supplemented by applicable college-level coursework and/or related experience

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of employee benefits programs and administration
Knowledge of federal and state regulations pertaining to employee benefit programs
Knowledge of record keeping techniques
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of applicable computer software applications
Ability to process data and documents in accordance with prescribed procedures
Ability to audit and reconcile benefits billings
Ability to review processes and information to identify discrepancies and deviating circumstances
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others
Ability to understand scope of authority in making independent decisions

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

District office environment; subject to constant interruptions and frequent interaction with others; to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work.
