

## Coordinator, Benefits

**FLSA Status:** Non-Exempt

**Pay Grade:** 16

**Job Title ID:** 130510

**Job Series/Job Family:** Human Resources Series / HR Family

### Reports To

Benefits Manager

### Job Purpose

To coordinate employee benefit and leave programs for the College staff and faculty.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Coordinates the Benefits, Retirement, Family Medical and Leave Act (FMLA), Employee Assistance, and other special leave programs for the College.
2. Creates, designs, and implements formal and informal benefit training programs and seminars; serves as facilitator and/or instructor for workshops and seminars for faculty and staff related to benefits and leave programs.
3. Advises, counsels, and answers inquiries from employees and supervisors regarding benefits related issues.
4. Coordinates and conducts New Employee Orientation.
5. Coordinates short- and long-term disability claims with external vendors.
6. Coordinates the College's Sick Leave Pool Program, working with employees, supervisors and Sick Leave Pool Committee members.
7. Serves as a liaison to the employee assistance program, insurance companies, state agency contact, and all benefit program contacts. Troubleshoots, as necessary, with outside agencies to ensure employee benefit coverages are accurate.
8. Reviews and analyzes benefits and program usage to identify needs for employee training related to benefits and other special leave programs.
9. Compiles, analyzes, and generates customized reports for administrative and external sources.
10. Implements, tracks, and oversees the maintenance of the employee database regarding benefits.
11. Serves as backup to the Benefits Manager.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Coordinating benefits programs.
- Federal and state employment leave laws including state disability, FMLA, ADAAA, Military Leave, etc.
- State of Texas benefit plan programs and options available to employees.
- Administrative procedures, principles, and practices.
- Customer service principles and practices.
- Electronic files, records and data management systems.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable*

*accommodations, that the essential functions of the job can be performed.*

**Required**

- Coordinating benefits programs including making presentations to groups and individuals.
- Advising and counseling employees on sensitive topics.
- Maintaining an established work schedule. Peak periods may require evening and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Computer Skills****Required**

- Demonstrated proficiency using standard office software applications, including advanced Excel, advanced Word and intermediate Power Point skills.

**Physical Requirements****Required**

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

**Work Experience****Required**

- Two years related work experience.

**Education****Required**

- Bachelor's degree.

**Other****Preferred**

- Knowledge of ACC Administrative Rules, Human Resources Employee Handbook, Human Resources Reference Guide, Employment and Compensation Information Guide, Personnel Authorization System, and/or eHire, ePosition and the Employees Retirement System of Texas web sites.

**Safety****Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.