

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR – BENEFITS AND SPECIAL PROJECTS

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To perform specialized personnel administration and technical support work in all phases of human resources benefits. This position provides support for the college's employee benefit programs which include the various retirement systems; group health insurance; tax sheltered annuities; group term life; family protection and income protection insurance plans. The benefits coordinator disseminates complex information regarding these plans verbally and in writing. Also perform routine clerical work, which includes some responsibility to prepare documents and compose letters for the director of Human Resources. Full Access to Patient Health Information. (PHI Level)

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in Human Resources or related field required. Four years of experience in Human Resources/Benefits Administration may be substituted for the degree requirement. PHR or SPHR Certification preferred.
2. Years of experience in field: Three years' experience in Human Resources with experience in Benefits Administration required. Experience in a college or university setting preferred.
3. Special skills or abilities related to position: Knowledge of the principles and practices of Benefits Administration, including knowledge of group medical and life insurance programs and the Florida Retirement System (FRS). Ability to deal effectively with outside agencies, college administrators, employees, and the public. Ability to maintain complex records. Evidence of computer skills including word processing, spreadsheet, database, and data input. Demonstrated organizational skills. Ability to work with minimal supervision and to make decisions in accordance with college rules and procedures and Florida statute.

ESSENTIAL JOB FUNCTIONS:

Benefits Administrations:

1. Responsible for the administration, supervision and coordination of group medical and life insurance programs such as: Florida Retirement System (FRS)/Family Medical Leave (FML)/Workers Compensation/COBRA and all other HR Benefits related programs.
2. Serve as primary contact with the Florida College System Risk Management Consortium.
3. Serve as primary contact and liaison with provider company representatives.
4. Assist employees in preparing and processing various retirement papers including FRS retirement and DROP paperwork. Follow up on DROP end date and employment termination to comply with FRS regulations.
5. Organize and conduct college-wide annual Wellness Fair and Screening and serve as liaison to the Employee Wellness Committee.
6. Oversight of Affordable Care Act (ACA) employee reporting and processing. Audit data for accuracy and filing compliance. Collaborate with Payroll for annual form 1095 tax disbursements.
7. Organize and administer annual benefits Open Enrollment. Answer questions pertaining to plan changes. Work with current health insurance company representatives to ensure accuracy and completion of enrollment for all eligible college staff.
8. Oversee the Employee Benefits Website, make revisions and updates as necessary.
9. Assist in establishing and maintaining employee records and files.
10. Organize, implement and oversight of new employee onboarding program and orientation of new employees including benefits sign-on, review of benefits package, and processing of enrollment documents.
11. Process employee benefit application for membership, changes, cancellations and files.
12. Communicates benefit information to inquiring personnel.
13. Coordinate with the college employee assistance plan provider, community organizations and recognized experts to identify timely subjects for workshops and presentations.
14. May assist with various employee and labor relation issues.
15. Attend workshops, seminars and training to remain current in the field of benefits administration.
16. Coordinate special projects as needed.
17. Serves as representative for CF-HIPPA privacy contact for complaints. Respond to coordination of claims from Medicare payers in regard to employees with Medicare.
18. Coordinate document destruction/document documentation.
19. Assist management with research, documentation and expertise when exploring changes to a benefit or addition of a new benefit.
20. Serve as a member of the Benefits Committee when new benefits are being explored. The committee evaluates offering and compares companies as to the benefit provided. Committee then makes a recommendation as to whether or not to carry the benefit.
21. Reply to benefit surveys as they come into the office.

ESSENTIAL JOB FUNCTIONS (Continued):

22. Respond to Annual Data Match Questionnaire in regard to Medicare and health insurance coordination.
23. Assist with preparations for college convocations and service awards (*In cooperation with Marketing and Public Relations and Academics*).
24. Travel to campuses/centers as needed.
25. Position may require recurring overnight, out-of-district travel.
26. Other duties and special projects as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Extended periods of sitting and answering phones.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Director of Human Resources