

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: COORDINATOR – BENEFITS AND SPECIAL PROJECTS

PAY GRADE: P-11

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 employees 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 HR 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)

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in Human Resources or related field required.
2. Years of experience in field: Three years experience in Benefits Administration required.
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.

Revised 01/28/14  
Revised 6/12/13  
Revised 3/16/11  
Revised 7/20/10  
Revised 9-30-07  
Revised 08-30-04  
Revised 5-22-03

ESSENTIAL JOB FUNCTIONS:

## Benefits Administration:

1. Responsible for the administration, supervision and coordination of group medical and life insurance programs and other related programs.
2. Responsible for the administration, supervision and coordination of Workers' Compensation.
3. Serve as primary contact with the Florida College System Risk Management Consortium.
4. Advise former employees of insurance privileges under COBRA. Assist with eligibility. Receive and post payments.
5. Serve as primary contact and liaison with provider company representatives.
6. Assist employees in preparing and processing retirement papers and FRS DROP paperwork. Follow up on DROP end date and employment termination to comply with FRS regulations.
7. Assist in establishing and maintaining employee records and files.
8. In-process new employees. Hold semimonthly benefit sign on, go over full benefit package, collect, review and process enrollment documents.
9. Process employee benefit application for membership, changes and cancellations and files.
10. Communicates benefit information to inquiring personnel.
11. Coordinate Employee Assistance Program.
12. Serve as liaison to Employee Wellness Committee.
13. Develop and manage a wellness program and serve as liaison to Employee Wellness Committee. Coordinate annual wellness screening.
14. May assist with various employee and labor relation issues.
15. Coordinate special projects as needed.
16. Serves as representative for CF-HIPPA privacy contact for complaints. Respond to coordination of claims from Medicare Payers in regard to employees with Medicare.
17. Coordinate document destruction/documentation.
18. Assists management with research, documentation and expertise when exploring changes to a benefit or addition of a new benefit.
19. Serves 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.
20. Reply to benefit surveys as they come into the office.
21. Respond to Annual Data Match Questionnaire in regard to Medicare and Health Insurance coordination.
22. Position requires recurring overnight, out-of-district travel.

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ESSENTIAL JOB FUNCTIONS (continued):

Benefits Administration:

23. 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to clearly and effectively communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

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

(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 Human Resources

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