

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Employee Benefits Coordinator

Job Description

Reports to: Assistant Superintendent of Human Resources

Status: Exempt

Term: 226 days

Primary Purpose:

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of administration of employee benefits programs

Ability to interpret and disseminate insurance and benefits information to individuals and groups

Effective communication and interpersonal skills

Proficiency in keyboarding and file maintenance

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

Experience:

Three years experience in benefits administration, insurance administration, or other related field

Major Responsibilities and Duties:

Benefits Administration

1. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office.
3. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Employee Benefits Coordinator

Job Description

4. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
5. Resolve administrative problems with insurance carrier representatives.
6. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.
7. Assist with coordination of annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms.

Records, Reports, and Correspondence

8. Prepare and verify the calculation of monthly premium statements for all group insurance policies. Balance and submit billing statements to accounting for payment.
9. Maintain all physical and computerized health insurance records and assist with required data entry.
10. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
11. Maintain and distribute insurance forms and supplies to campuses and other district buildings.

Other

12. Assist Assistant Superintendent of Business in working with brokers, insurers, service providers, and district personnel on the design, implementation, and monitoring of safety, loss prevention, and claims administration programs for the district.
13. Compile, maintain, and file all reports, records, and other documents related to risk management.
14. Maintain confidentiality of information.
15. Perform other duties as assigned.

Supervisory Responsibilities:

Yes

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Employee Benefits Coordinator
Job Description

Equipment Used:

Copier, calculator, personal computer, printer, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/ Environmental Demands:

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____