



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Coordinator of Human Resources – Employee Benefits **Pay Grade:** 103

Reports To: Director of Human Resources/Employee and Risk Management **Terms of Employment:** 226 Days

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to coordinate the employee benefits programs for the district. Assist employees with benefits, maintain database and payroll deductions, manage all insurance billings and maintain employee files.

Qualifications:

Education/Certification:

- High School Diploma required
- Valid Texas Driver's License
- Bachelor's degree in Human Resources or relevant field and two (2) years' experience in relevant field; or Six (6) years' experience in relevant field

Special Knowledge/Skills:

- Effective clerical and communication skills, oral and written
- Experience with Microsoft word, Excel, Microsoft access, and other database programs
- Knowledge in the areas of employee benefits, including, but not limited to, health care plans, pension plans to include 403(b) and 457(b) programs, Section 125 (cafeteria plan), vision, dental, life, disability plans, etc.
- Strong organizational skills
- Ability to consistently meet daily, weekly, and monthly deadlines

Experience:

- Experience in supervision and administration of employee benefit and retirement programs and knowledge of federal and state employee benefit laws.

Major Responsibilities and Duties:

1. Performs any bookkeeping tasks or secretarial duties associated with employee benefits including typing correspondence, filing, and preparing letters of insurance verification.
2. Acts as the acting supervisor in the absence of the Director of Human Resources/Employee Benefits and Risk Management.
3. Coordinates the Employee Benefits Committee. Prepares and distributes materials as needed.
4. Greets visitors courteously, determines needs and assists when necessary. Maintains confidentiality of issues. Works to resolve employee issues/problems relating to Employee Benefits.
5. Acts as a liaison between the employee, the district, and all vendors relating to Employee Benefits (medical, voluntary, financial, etc.). Assists employees with enrollment and issues regarding all benefit plans.

ADOPTED: 02-06-90

AMENDED: 03-02-93, 08-24-95, 06-21-00, 8-04-04, 03-07-07, 05-08-07, 08-20-07, 10-10-07, 02-02-16, 10-05-16, 10-23-17, 08-21-18, 11-28-18

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6. Assists the director in preparation for the annual open enrollment to include assisting employees with enrollment, preparation of enrollment guide and other materials, assistance in online open enrollment, mailings and other duties as assigned.
7. Assists the director in the development, implementation, and promotion of health promotions programs and activities.
8. Assists director in the development of budget, policies and procedures relevant to operation of health promotion programs.
9. Coordinates health, promotion activities for the District Service Center.
10. Coordinates all aspects of the Cafeteria Plan including enrollment, deletions, and payroll deduction management. Reconciles and audits Cafeteria Plan reports as necessary.
11. Coordinates the new hire orientation to include maintaining power point presentation, enrollment and explanation of benefits to all new hires.
12. Enters employee benefit payroll deductions as assigned in a timely and accurate manner.
13. Balances and reconciles monthly statements with eligibility files regarding benefit plans as necessary. Coordinates payroll deduction information with payroll department prior to running semi and monthly payroll. Coordinates payroll deduction information with the Department of Technology Services prior to roll over for mass updates on premium changes, deactivation or online enrollment issues. Maintains deduction tables accurately.
14. Collaborates with the Financial Services Division to identify variances in the accounts assigned for benefits. Maintains and verifies accuracy of employee payroll deductions and district's contributions for payroll and W2 reporting.
15. Prepares and reconciles vendor premium statements for benefit liabilities. Balances and submits statements to accounting for payment.
16. Serves as a liaison and collaborates with the Department of Technology Services in the area of report analysis, problem resolution, and/or development of procedures.
17. Collects data and assists in the preparation of any SISD request for proposals relating to employee benefits. This includes gathering data and assisting in the screening of proposals.
18. Assists with COBRA documentation for resigning and retiring employees. Maintains records on COBRA premiums and invoices from TPA/Vendor. Assist with issues relating to COBRA.
19. Process all court orders received from the Attorney General relating to medical insurance.
20. Maintains loss of eligibility records of "over age" dependents. Notifies employees as necessary.
21. Develops, coordinates, and conducts benefits presentations at campus/departments as requested.
22. Responsible for preparation of 403B/457 annuity transactions to includes preparation of worksheets, preparation of paperwork to wire money and coordination with TPA. Reconciles and audit of files as needed.
23. Prepares death claims and works closely with beneficiaries and vendors.
24. Upholds and adheres to safety rules and policies of the SISD safety program.
25. Support the district's social media efforts that highlight the hard work of our students and staff as well increase communication with all stakeholders. (i.e. direct your Twitter followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
26. Supports the goals and objectives of the school district and follows all district policies.
27. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
28. Demonstrates a high level of independent, ethical, and professional conduct.
29. Performs any other duties as assigned by the appropriate supervisor.
30. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

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Physical Demands/Environmental Factors: Prolonged use of computer. Works with frequent interruptions. Occasional district-wide and state-wide travel

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned that may be required

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (Please Print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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