

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally need to work in wet or humid conditions, and be exposed to a minimal amount of outdoor weather conditions. The noise level in the work environment is usually moderate.

REPORTS TO Appropriate supervisor within the Benefits and Wellness Department

GENERAL RESPONSIBILITIES

1. Enrolls all new employees into the benefit programs.
2. Maintains general knowledge of all employee benefits

SPECIFIC RESPONSIBILITIES

1. Explains employee benefits at new hire orientations.
2. Enrolls new employees into the benefit programs.
3. Submits terminations to COBRA division of insurance third party administrator.
4. Prepares bi-weekly health coverage report to payroll department.
5. Responds to benefit related questions from employees and the general public.
6. Works with Human Resources Specialist to coordinate notification of continuation of benefits and coordination of premiums.
7. Coordinates benefit payments for job sharing employees.
8. Coordinates and provides information to stop loss carrier and third party administrator for high dollar claims.
9. Processes court ordered child support benefit related documents.
10. Processes retirement related forms such as the Deferred Retirement Option Program (DROP) and application for service retirement.
11. Assists with production of benefits newsletter.
12. Performs all other duties as assigned.