



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Benefits Coordinator
Payroll/Personnel Type:	12 Month
Job #:	8499
Reports to:	Director of Performance Management
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

As Benefits Coordinator, the candidate will be responsible for managing, implementing, and communicating the district's employee benefits program. Key responsibilities include but are not limited to administering health, welfare, and retirement plans, managing vendor relationships, and ensuring programs meet employee needs, comply with legal requirements, and are cost-effective.

Essential Functions:

- Manage the day-to-day administration of our employee benefits program
- Develop new, more cost-effective administration systems for employee benefit plans
- Supervise professional, technical, and clerical staff engaged in performing tasks related to the employee benefits program
- Work closely with the plan administrators and carriers to resolve employee issues and benefits appeals submitted by vendors
- Coordinate and document benefit plan renewals, contract negotiations, RFP/RFI proposals, and plan interpretation for the districts' future plan year
- Investigate/research employee benefit eligibility issues and/or discrepancies
- Reconcile premium payments and resolves issues regarding employee payroll benefit deductions
- Coordinate transfer of district employment data to external contacts for services, premiums, and benefits plan administration
- Responsible for uploading TPA and other vendor reports/invoices from vendor-secured websites and downloading information to the district's shared drive
- Upload SLPS payroll back feed file and FSA files from the secured website
- Create/process batches into the SAP system to ensure appropriate benefit elections/changes are processed prior to the end of each payroll
- Manage bi-annual Tax-Sheltered Annuity (TSA) enrollment process
- Implement best practices, benchmarking surveys, and cost savings wellness programs/initiatives
- Ensure that billing for benefit plans is accurate and processed promptly
- Staying abreast of new and innovative practices/enhancements that will benefit employees
- Create and present benefits programs to employees
- Assist employees with Medicare Part B enrollment
- Manage annual open enrollment process
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Working knowledge of plan design
- Comprehensive knowledge and understanding of pertinent federal and state regulations including, ERISA, COBRA, HIPAA and Section 125
- In-depth understanding of how District policies work in conjunction with various benefit programs



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- Excellent written and verbal skills
- Ability to manage multiple tasks under deadlines

Experience:

- Five to Seven years of benefits planning and administration
- Five to Seven years managing direct reports

Education:

- Bachelor's Degree (required)
- Masters in HR Management or related field (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.