



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8105
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides specialized expertise regarding employee benefits programs offered to JCPS employees including assisting in the selection, enrollment, management, and first tier issue resolution as well as providing expert counsel to department employees in all areas including the Affordable Care Act.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Conducts research and analyzes Benefit functions and industry trends to make recommendations to Benefits Manager
Reviews Kentucky Teachers' Retirement System (KTRS) applications for all substitute teachers
Provides advice, counsel and expertise to Benefits Counselors, Principals, and employees with respect to employee benefits, wellness programs, and the Affordable Care Act
Processes applications and enrolls employees in self-administered ancillary benefit programs
Calculates and processes all District paid employee benefit premiums and coordinates payment
Reconciles and processes payment for the District's occupational medicine provider services
Plans and facilitates the annual employee benefits and health fair for JCPS employees and assists the Benefits Manager with annual benefit renewals and open enrollment activities, as directed
Coordinates the disability retirement process including counseling employees, conducting accommodation conferences, and completion of disability retirement application paperwork for all Classified personnel enrolled in the County Employee's Retirement System (CERS)
Coordinates, under the direction of the Manager Benefits, compliance with the employer shared responsibility portion of the Affordable Care Act including tracking hours and eligibility, and the production/distribution of annual Form 1095-C and IRS 1094-C transmittal. Produces snapshots, analyzes data, and assists the Benefits Manager with all of employer compliance
Maintains department budget information and processes time & attendance and payroll for the department
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in employee benefits
Strong organizational and analytical skills; and proven ability to communicate orally and in writing
General working knowledge of employer compliance under the Affordable Care Act

Effective communication skills

DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification

General knowledge of ERISA, HIPAA, COBRA, FMLA, ADA and other regulations governing employee benefits

General Knowledge of Kentucky education law and federal employment law
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Experience in a diverse workplace
