JOB TITLE:	ADVISOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8614
BARGAINING UNIT:	CLAB

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities including counseling employees and processing insurance enrollments, changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. Compiles benefit related reports and files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides excellent customer service to employees, vendors, and guests by handling phone calls, answering questions, and assisting walk-in visitors to the department as it relates to benefits
- Assists in counseling employees regarding benefit options and retirements, both certified and classified
- Distributes and reviews employee benefit information and assists employees and applicants with processing enrollments, forms and payroll deductions for benefit plans
- Assists in calculating early retirement benefit compensation
- Assists in implementation of the retirement benefit compensation programs (early retirement, TRS and CERS) including preparation, processing and maintenance of appropriate applications, reports and records
- Assists in the annual open enrollment process including counseling employees, assisting employees with making enrollments and changes, and processing enrollments and changes
- Collaborates with other departments including but not limited to; Human Resources, Payroll and the Leave Center as it relates to benefits
- Compiles and maintains employee benefits reports
- 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.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years' experience in business and office setting
- Excellent customer service skills
- Good computer skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Specialized training in insurance enrollment and processing
- Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits

Experience in a diverse workplace